



COOKE & BIELER

Cooke & Bieler is a Philadelphia-based investment management firm with \$11.5 billion in assets under management, a rich history, and a uniquely collegial and collaborative culture. Founded in 1949, we are an independent partnership, focused on managing domestic equities and dedicated to bottom-up, fundamental research. The firm manages portfolios for a broad base of institutional clients – both domestic and international – and has demonstrated a strong performance record. Cooke & Bieler operates as a flat, decentralized organization offering talented professionals of all backgrounds the opportunity to contribute to and benefit from the success of the organization.

We are hiring an Account Administrator to support the organization by providing outstanding service to sophisticated institutional clients including pension funds, foundations and endowments and others. We are looking for a candidate who will take full responsibility for their clients' needs while displaying strong interpersonal skills. This position will provide internal support to Client Service, Operations, Compliance and the Investment Team. Cooke & Bieler offers extensive benefits and attractive compensation.

Key Responsibilities:

- Respond to client and consultant requests in a timely and professional manner
- Reconcile custodial statements with our internal accounting system (APX)
- Review, validate and distribute client reports and commentaries
- Review and distribute client invoices
- Act as liaison between client service representatives and the client
- Review client presentations and coordinate mailings
- Support Operations - act as liaison between operations and custodians
- Support Compliance – send ADV, Form CRS, privacy statements, etc. to clients
- Advise Portfolio Managers of upcoming client additions and withdrawals
- Maintain appropriate client records
- Assist with answering the phones as needed

Skills and Experience:

- 3-5 Years of relevant administrative experience
- Proficient with Microsoft Office (Outlook, Word, & Excel) and Adobe PDF
- Excellent written and verbal communication skills
- Strong Interpersonal skills
- Organized individual who works well in a fast paced environment
- Experience with Advent APX or Axy's a plus

Competitive salary and bonus tied to overall firm profitability. Benefits package includes medical, dental, disability insurance and a 15% 401k contribution.

Location: Philadelphia, PA

Contact Information

If interested in the position, please email your resume to recruiting@cooke-bieler.com.