



# WETHERBY

ASSET MANAGEMENT

## Open Position: Investment Associate

**Firm:** Wetherby Asset Management [www.wetherby.com](http://www.wetherby.com)  
**Location:** San Francisco, California  
**Reports to:** Wealth Manager  
**Status:** Full-time  
**Benefits:** Health, Vision, Dental, Disability Insurance, 401k/Profit Sharing, PTO, Education Reimbursement, HealthCPA

**The Firm:** Wetherby Asset Management is a San Francisco-based wealth management firm founded in 1990. The firm is 100% privately-owned and currently has ~65 employees. Minimum account size is \$10 million and our assets under advisement total over \$4 billion. Wetherby provides wealth management services to individuals, family groups, pension plans, foundations and endowments. Wetherby takes a conservative, disciplined approach to managing assets and is dedicated to providing our clients with the highest level of service and investment expertise.

**Job Summary:** The successful candidate will support senior Client Service members (Wealth Managers, Advisors) in servicing client relationships.

**Qualifications:** The ideal candidate will have:

- A 4-year college degree and strong analytical skills.
- General knowledge of markets and financial planning.
- Previous experience in the wealth management/advisory/consulting industry or related industry.
- General knowledge of financial operational processes in serving clients.
- Knowledge of different security types and behavior including alternative investments (AIs).
- Excellent organization, communication and interpersonal skills, and ability to take immediate ownership of his/her work.
- Strong work ethic and be a team player.
- CFA, CFP or other advanced qualifications are a plus (but not required).
- Demonstrates an interest in investing and wealth management.
- A solid understanding of Microsoft Office suite (emphasis on Excel)

**The functions and responsibilities of this role may involve:**

- Communicating effectively and concisely with clients and responding to clients questions as required.
- Effectively coordinating with operations team in serving clients.
- Responding to ad hoc client requests via phone, e-mail or in person.
- Completing all work in a timely and accurate manner while proactively communicating with your team.
- Preparing error free materials and reports for client meetings.
- Executing trades on behalf of the client without error.
- Ensuring portfolios are rebalanced quarterly; ensuring compliance with all investment policy statements as well as meeting frequency requirements.
- Proactively looking for improvement opportunities and enhancements in such items as meeting materials.
- Delighting your clients through excellent customer service.

**Compensation and Benefits:**

Competitive salary commensurate with experience and skills. Annual bonus potential based on company and individual performance. Benefits offered include the choice of a PPO or HMO medical plan, dental and vision insurance, and HealthCPA services for the employee and their family. Wetherby pays 100% of the employee's medical insurance and contributes to the employee's Dental and Vision insurance. HSA and FSA plans are also offered. Retirement plan profit-sharing contributions made quarterly by Wetherby after one year of employment. Educational reimbursement, including partial sponsorship of the CFP and CFA with manager approval. Generous PTO policy. Flexible work hours. Professional yet relaxed working environment where open communication is paramount. Open office space plan centrally located in San Francisco's Financial District near BART, Muni and cable cars. Team and semi-annual firm wide outings.

\*Please submit a resume and cover letter in response to this job posting.