

Investment Administrator

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Company: Heat Recruitment

Location: Greater Leeds Area

Category: other-general

Investment Administrator - Great Leeds Area Basic up to £40,000 plus excellent package
Company A highly regarded national Wealth Management firm are looking to bolster their support function at their well established offices in Leeds with the addition of a further experienced investment administrator. What you will do: The Investment Administrator role is required to assist Investment Manager(s) in providing investment management services and/or investment advice to a range of significant private clients and professional intermediaries. Provide clients with information and reports about their portfolio. Dealing with queries from clients and intermediaries, taking appropriate messages. About You You will have a minimum of 18 months experience as an investment focused administrator working with either a specialist investment house or financial adviser. You will be professional and an excellent communicator, both verbally and in writing, and ambitious to progress. It is preferable that you are CISI level 3 qualified or above. It is essential that you already live within commuting distance of Leeds.

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