



Associate Portfolio Manager / Trader

Garde Capital, a \$2 Billion Plus AUM Registered Investment Advisor (RIA) located in Seattle Washington, is seeking a candidate for the position of *Associate Portfolio Manager*. This individual will report to Portfolio Managers and the CIO. The Associate PM will work closely with the Portfolio Managers on trading, research, and other analytical projects.

General Responsibilities include:

- Execute trades at the direction of Portfolio Managers and/or Advisors
- Work with Portfolio Managers to implement stated risk strategy in client portfolios within the context of a globally diversified portfolio
- Identify strategies for creating operational efficiencies in portfolio management, research, and trade execution
- Review and monitor portfolio risk characteristics and compliance with investment guidelines
- Utilize market data tools for portfolio analysis
- Manage and monitor aspects of the portfolio reporting software
- Assist Portfolio Managers in reviewing and monitoring new research and industry practices
- Collaborate with Advisors and assist with client specific portfolio projects and questions

Required Qualifications:

- Completed bachelor's degree in Finance or Economics, and/or, CFA Level 2 or Level 3 Candidate, or a CFA Charterholder
- Portfolio management software experience desired, and experience with Tamarac preferred
- Strong Excel skills (must demonstrate skills)
- Outstanding verbal and written communication skills (must show examples of writing)
- Demonstrate initiative and ability to work in fast-paced environment
- Strong desire to learn and apply technology to growth of the firm
- Fastidious attention to detail

Additional Information:

- Competitive base salary and bonus, commensurate with experience and achievement of performance, ranging from \$115K to \$145K annually
- Discretionary 10% dollar for dollar 401k Match after 1 year of service
- Unlimited vacation policy
- Generous healthcare benefits
- Job is 100% in office

It always has been and continues to be Garde Capital's policy that employees should be able to enjoy a work environment free from all forms of unlawful employment discrimination. All decisions regarding recruiting, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without unlawful discrimination on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.