



This position provides a unique opportunity to join a successful boutique investment management firm, working in a dynamic and professional environment. The role requires a confident, analytical, dedicated, team oriented professional ready to join an experienced operational team.

Rainier Investment Management, Inc. is headquartered in Two Union Square in downtown Seattle. The firm currently employs nearly 80 professionals who work together to provide clients with superior service while managing their assets in mutual funds and separate client accounts.

The Sr. Investment Operations Specialist is an integral member of the Investment Operations team and will have direct contact with the firm's Clients, Consultants, Sales and Client Service Directors, Portfolio Managers, and Traders as well as with the Compliance, Finance and Legal teams. This is an essential role within the operations team focused on providing accurate and timely portfolio information to enhance the investment process. Primary responsibilities for this role include all activities related to the implementation of new clients and the ongoing management of client information within the firm. The individual will also be directly involved in pre and post trade processing and internal reporting related to domestic and international portfolios. The associate will work closely with the other team members to effectively manage the operational responsibilities in areas such cash management, portfolio compliance, proxy voting and client reporting.

Sr. Investment Operations Specialist

Seattle, WA

RESPONSIBILITIES

- Provide leadership and oversight to all operational aspects of client account management; including account set up, maintenance and closing activities.
- Coordinate with all internal teams and external parties to facilitate client activities. Effectively communicating requirements and timelines to ensure a positive client experience.
- Continuously review business processes with a view to enhancing the client experience, reducing operational risk, and increasing productivity and efficiency.
- Assist with proxy voting and reporting; coordinating with proxy vendor and internal parties including portfolio managers and compliance.
- Respond to periodic consultant questionnaires as well as compliance and regulatory audits.
- Pre and post trade activities, including corporate action processing, trade allocations, security master maintenance and pricing in support of the Portfolio Management and Trading teams.
- Coordinating with firm's service provider BNY Mellon on reporting, portfolio data and trade processing and reconciliation.
- Provide support on client reporting duties to ensure timely and accurate client statements and other client information requests.

QUALIFICATIONS

- Bachelor's degree in finance, business or related area and 3 to 5 years financial industry experience with emphasis on client service, investment operations and trade processing.

- Ability to work non-standard hours providing support during limited international market hours and the flexibility to work overtime as needed.
 - Familiarity with financial services systems and applications, preferably Onyx (or another CRM tool), CRD, Eagle-STAR and PACE, FactSet, Bloomberg and SWIFT.
 - Solid Microsoft Office product knowledge; Word, Excel, PowerPoint and Outlook required with understanding of Project preferred. Familiarity with SharePoint and SQL code a plus.
 - Strong analytical skills with the ability to effectively manage multiple projects in a fast-paced environment.
 - Must be resourceful and proactive with the ability able to identify risks and develop solutions.
 - Natural focus on client service with excellent communication skills.
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Rainier Investment Management, Inc. offers a competitive benefits package, including employer paid healthcare, 401(k) and profit sharing as well as a bonus plan.
www.rainierfunds.com