

COMPANY: NORTHERN TRUST, NA

JOB TITLE: INVESTMENT ASSOCIATE

STATUS: Non-Exempt position

HOURS: Full time position, 40 hours per week

LOCATION: Northern Trust, Phoenix office

MAJOR DUTIES: Responsible for ensuring materials are prepared for account review meetings with clients. Sets-up files on client accounts, orders reports, processes physical stock, bond certificates, completes DTC transfers, and works with portfolio managers on client requests. Interacts with partners, primarily administratively, on a daily basis to receive and communicate information on all aspects of a client relationship or portfolio.

KNOWLEDGE/SKILLS: Knowledge of investment products, services, and terminology, usually obtained through on-the-job training, are needed to prepare materials for client meetings. Analytical and organizational skills are needed to meet meeting deadlines and solve client or administrative problems. Personal computer and system application skills are needed to prepare presentation materials.

EXPERIENCE: 1-3 years of investment or personal trust client servicing experience.

To apply for this position. E-mail your resume to: nf9@ntrs.com