

Stonebridge Capital Advisors, LLC

Title: Fixed Income Trading Assistant

Reports To: Director of Fixed Income

Status: Full Time

Stonebridge Capital Advisors is a dynamic and nationally recognized Twin Cities based Investment and Wealth Management Company celebrating over 25 years serving our clients. We serve our clients as a fiduciary; meaning our clients' best interests always come first. As a diverse team of professionals, we work together in achieving our clients' goals. We value the dedication, integrity, and commitment each Stonebridge team member plays in our firm's success.

Overview

Become an integral part of our portfolio management trading team. This position will provide administrative support for the fixed income team. The primary responsibility will be assisting the director of fixed income with the execution and processing of the firm's bond trades in separately managed portfolios. This role will support all aspects of trading from monitoring and aggregating specific client portfolio inquiries, creating trade allocations, to the execution and processing of bond trades on custodial platforms. This position will also be the first point of contact for the resolution of post execution settlement detail discrepancies or counterparty differences with external trading partners and custodians. The perfect candidate for this role is an individual who is self-motivated, a proactive problem solver, detail oriented and interested in fixed income markets and individual securities.

Summary of Job Responsibilities

- Monitor portfolio manager bond requests.
- Review portfolios and requests to aggregate similar fixed income needs.
- Submit bid wanted lists for sales as needed.
- Generate, process, and submit trade tickets.
- Ensure trades settle in a timely manner.
- Provide backup coverage when lead-trader is unavailable.
- Work with equity trading on trade execution and reconciliation.
- Ability to backup equity trading if activity demands.
- Perform other related duties as assigned.

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Qualifications

- Bachelor's degree in: Business, Economics
- Proficient with Microsoft Office Suite
- Must have a strong attention to detail.
- Interest in Finance or Investment Management.

Salary & Benefits

Stonebridge Capital Advisors offers a competitive salary based on experience and a comprehensive benefit plan that includes medical, dental and life insurance, 401(k), health savings plan, optional vision, access to gym facilities, community volunteering, and paid company holidays.

Salary: \$60,000+

Contact

To apply, please submit your resume and cover letter to LWessel@stonebridgecap.com