

Senior Associate – Trader

About the firm:

Champlain Investment Partners, LLC is an independent, employee-owned asset management firm located in Burlington, Vermont. Our partners bring a wealth of experience, averaging over 22 years in asset management and, as of September 30, 2022, the firm had approximately \$15.04 Billion in assets under management. The firm was founded in 2004 with a mission to "Deliver Exceptional Investment Results and Develop Enduring Client Relationships". As a firm, we appreciate that diversity of thought, background, and experience in the workplace often leads to better decision-making and innovation. Ultimately, our main objective is to hire the best candidate and while skills and qualifications are essential, a candidate's cultural fit is equally vital to the hiring formula. We look for individuals who demonstrate humility, integrity, curiosity, a hunger for excellence, and a commitment to delivering on the firm's mission. Champlain is committed to a policy of equal employment opportunity and as such will not discriminate against applicants for employment on any basis made unlawful by federal, state, or local laws, including, but not limited to: race, color, religion, creed, national origin, ancestry, ethnicity, citizenship status, physical or mental disability of otherwise qualified individuals, genetic information, marital status, sex (including pregnancy or related medical conditions), gender, gender identity, age, sexual orientation, HIV-status, veteran and/or military status, crime victim status, and any other status protected by applicable law.

About the position:

The Senior Associate – Trader is a key role on Champlain's Trading team and reports directly to the Head Trader. This position is located in our Burlington, Vermont office.

Key responsibilities include:

- Team Communication – Aggregate news related to Champlain's holdings and distribute daily to the firm.
- Trade Execution – Assist Head Trader with domestic trade execution.
- Program Trading – Prepare and execute accurate program trades to rebalance client accounts.
- Trade Processing – Ensure end of day trade processing workflows run correctly. Assist outsourced trade settlement group as needed.
- Trade Reporting – Complete monthly, quarterly, and annual commission reports. Work collaboratively with Operations and Client Service departments on commission-related client requests.
- Questionnaires – Respond to due diligence questionnaires received from clients and consultants as they pertain to Champlain's trading desk.
- Weekly Meetings – Attend and add trading insight to weekly Investment Team meetings.
- Order Management System ("OMS") Management – Maintain accurate information in OMS.
- Committee Involvement – Be a productive member of the firm's Brokerage Committee.
- Other projects or committees as assigned.

About the Successful Candidate:

A bachelor's degree with a minimum GPA of 3.0 is required, along with at least two (2) years of relevant work experience in the Investment Management industry.

The successful candidate will have the following skills/abilities:

- Demonstrated proficiency with Microsoft Office tools and email applications.
- Previous work experience with the Bloomberg Terminal preferred.
- Previous work experience with an order management system, Eze OMS preferred.
- An interest or understanding of domestic equity trade execution.
- Analytical and detail oriented.
- Ability to work independently and prioritize work in a dynamic environment.
- Excellent verbal and written interpersonal skills as well as a mature and flexible demeanor.

How to apply:

Interested candidates should send a cover letter and resume to jobs@cipvt.com in PDF form – Microsoft Word documents will not be considered. No phone calls please.