



### **Client Service Associate Role Summary**

Position provides support to ArrowMark's client service, business development, and marketing initiatives with a focus on growing and retaining assets across ArrowMark's investment strategies.

#### **Key Responsibilities:**

- Serve as a key contact for current and prospective client requests; build and maintain investor relationships aimed at client retention
- Oversee new investor implementation/onboarding process, and coordinate client requests with other team members and fund administrators
- Manage external administrator relationships to ensure a positive experience for clients
- Update and maintain investor information in the CRM system
- Assist client portfolio managers and distribution team with materials for current & prospective client meetings
- Develop a deep understanding of ArrowMark's investment strategies and relevant channel segments
- Analyze current client account information and identify cross-selling opportunities
- Contribute to ad hoc projects across both the marketing and business development teams
- Help provide ad hoc strategy updates specific to current portfolio positioning and performance contribution to distribution team

#### **Experience, Qualifications, and Skills:**

- Bachelor's degree
- 1 to 3 years of client service experience, preferably in asset management or wealth management
- High degree of accuracy & timeliness with attention to detail
- Self-starter with strong planning, implementation, and follow-up skills
- Ability to manage multiple tasks at once in a changing, demanding environment
- Strong interest in investments and capital markets
- Excellent written and verbal communication skills
- Proficient in MS Excel
- Effective team player who is comfortable working collaboratively and independently
- High energy and passionate, with a results-driven attitude
- Maintain flexibility and adaptability within a dynamic environment

#### **Additional Information:**

ArrowMark Partners is an equal opportunity employer. We believe the most effective way to attract and retain a diverse and inclusive workforce is to foster an open, collaborative culture where diversity of perspectives, ideas and experiences is highly valued and encouraged because it enhances employee engagement and leads to better investment outcomes for clients. We welcome all qualified applicants for employment without regard to any status protected by applicable law.

#### **Compensation<sup>1</sup> and Benefits:**

- The base salary range for this position is approximated to be \$60,000 – \$80,000 USD. Actual pay will be based on the skills and experience of each candidate
- Position is eligible to receive an annual discretionary bonus award. Individual bonuses are determined based on individual, team, and company performance
- Eligible employees are offered a full suite of benefit options that includes comprehensive health and life benefits, 401(k) plan, flexible and health spending programs and access to a variety of voluntary benefits

<sup>1</sup>The salary range is posted in accordance with the Colorado Equal Pay for Equal Work Act. The salary range for this same position may be lower or higher in markets outside of Colorado. Actual pay will be based on the skills and experience of each candidate.