EXCHANGE
CAPITAL MANAGEMENT INC

Ann Arbor, Michigan
www.exchangecapital.com

**Job Description: Trader**

Exchange Capital Management, a boutique, fiduciary, fee-only wealth management firm in Ann Arbor, Michigan, is seeking a Trader to join its Portfolio Management Team. You will be a part of a close-knit team that values learning, process, probabilistic thinking, and open communication.

In addition to a competitive base salary and discretionary bonus, you will enjoy a 401(k) plan with an employer match, health insurance with HSA and FSA options, opportunities for professional development, a flexible vacation policy, and more.

Responsibilities

- Trading and Operations
    - Setup, execute, allocate, settle, and reconcile trades of various securities (e.g. stocks, bonds, ETFs) in client accounts as instructed by the Portfolio Management (PM) Team, in the form of both block and individual trades
    - Implement and maintain investment management models provided by the PM Team in our 3rd party portfolio management system
    - Use those models and system to propose trades as needed to:
        - Fulfill regular and ad hoc client cash raises
        - Invest excess cash in accounts
        - Rebalance accounts that are out of alignment
    - Maintain account and asset settings in portfolio management and reporting system
    - Execute new account setup procedures
    - Calculate quarterly bills and ensure all bills are correctly submitted
    - Maintain data streams between Tamarac, Bloomberg, and any other analytical systems
    - Compile data for periodic reports for the firm's compliance consultant and regulators
- Research and Strategy
    - Conduct performance and holding analysis of client accounts, composites, and model portfolios
    - Build monthly Investment Committee reports as instructed by the PM Team
    - Act as Secretary of the Investment Committee, taking and distributing meeting minutes
- Marketing
    - Review and comment on blogs posts written by the PM Team
- Special Projects

Requirements

- 4 Year Undergraduate Degree
- High attention to detail
- Intuitive understanding and comfort with numbers and mathematics
- Desire to understand financial markets and the wealth management industry
- Drive and curiosity to build better systems to benefit the team and clients
- Adaptive and flexible, with the ability to handle multiple time sensitive requests while maintaining composure
- Resiliency, perseverance, and emotional intelligence
- Must sit for Series 65 exam within 90 days of hire
- Must sit for CFA Level I exam (or higher level, if applicable) within 15 months of hire
- Watchers of Ted Lasso are preferred - BELIEVE