

## Job Posting

**Title:** Portfolio Management Associate  
**Company:** Chandler Asset Management, Inc.  
**Location:** San Diego, CA

Institutional fixed income investment adviser with \$14 billion in assets under management is seeking a Portfolio Management Associate to work in a team environment with other highly skilled professionals to manage our clients' institutional and retail investment grade fixed income portfolios.

A Portfolio Management Associate at Chandler Asset Management is actively involved in assisting Portfolio Managers in the portfolio management process.

### Responsibilities

1. Support Portfolio Managers as directed in the management of client portfolios including research for processes, projects, portfolio management initiatives, and trading. Maintain high level of daily interaction with portfolio managers.
2. Active intermediary role between Operations and Portfolio Management for systems and trade process issues.
3. Actively participate in the Portfolio Management committees to develop and evaluate various investment strategies.
4. Support Portfolio Management processes such as ongoing maintenance of databases and various model input factors.
5. Develop an understanding of current and anticipated market trends and how they may affect Chandler's client portfolios.
6. Actively support Portfolio Management interaction with business development and RFP analysis.

### Required Skills and Experience

1. Education: Bachelor degree, CFA or CFA candidate preferred
2. Strong interest in financial markets
3. Knowledge of the asset management business and processes
4. Experience in credit analysis
5. Expert Excel, database, and Bloomberg skills
6. Strong analytical skills
7. Strong communication skills
8. Strong writing skills
9. Strong team player
10. Experience: Minimum 2 years of experience in the asset management field or equivalent

To be considered for this position, please send a resume and cover letter to [jobs@chandlerasset.com](mailto:jobs@chandlerasset.com).