



We are a highly motivated, entrepreneurial, and open ecosystem. Every member of the firm understands DHM and the importance of its ordering—Delight Clients, Have Fun, Make Money. The atmosphere is highly collaborative and ideas flow across rank and job description, enabling "failure free" expression. The best thing a human being can do is help another human being know more—personal growth is encouraged and compensated. Resonating themes include: unwavering ethics and devotion to client first; independent work with full accountability; ownership mentality; a focus on what is the "best way," not "this is how it has been done before;" and submission of rank and seniority to best idea and best practice.

Operations Associate

Cove Street Capital is a professional investment firm with a unique culture and fast-paced team environment. We are looking for a dynamic Operations Associate to handle the daily maintenance of portfolios, back office duties and client service requests. Come join us in our brand new urban workspace located in El Segundo. This is a full time salaried position with benefits and opportunity for GROWTH and ADVANCEMENT.

Duties include:

- Perform daily and monthly reconciliation of holdings, cash and domestic equity transactions
- Work closely with counter parties regarding trade settlement and operational issues
- Coordinate the opening and closing of accounts with clients, custodians and consultants
- Process investment related client requests pertaining to deposits, withdrawals, stock gifting and tax harvesting
- Process monthly and quarterly client statements
- Assist in processing and verifying corporate actions
- Maintain client files
- Provide feedback to team to identify problem areas and develop solutions
- Back-up trader
- Monitor all client requests to ensure exceptional customer service
- Direct contact with clients, brokers and custodians
- Generate and analyze ad-hoc reports
- Monitor, measure and report on operational issues

Qualities we are looking for:

- **Extensive previous experience using the Advent suite of products (MOXY, APX, DTCC) for investment advisory functions**
- A good understanding of securities transactions and reporting
- Strong attention to detail and ability to work under pressure on multiple projects concurrently while handling frequent interruptions
- Excellent written and verbal communications skills
- Desire/ability to work successfully in a collegial open environment
- Interest in expanding knowledge

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