Company: Silvercrest Asset Management Group LLC is an independent, employee owned, registered investment advisor which provides asset management and family office services, including tax, accounting, and fiduciary services, to families and institutional investors. More information is available at www.silvercrestgroup.com.

Position: Technical Analyst primarily supporting business applications and client reporting needs, but will also assist with other desktop support calls and IT projects.

Responsibilities: The Technical Analyst will be measured by his or her ability to:

- Support and provide periodic and ad-hoc reporting and front line technical support for the Advent suite of products including APX for portfolio management and MOXY for trading activity;
- Support the statement production and reporting process from report generation to printing, online uploading and distribution of statements and other reports;
- Process all client mailings including gathering contact information into a central database, cleansing the data and providing it to the printer in the specified format;
- Interface with our website provider, and support users with related technical issues; and
- Support portfolio assistants, managers and others in their day to day technical and operational issues with Advent, Microsoft Windows and Office and other software.

Experience and Qualities: Candidates should be highly motivated self-starters, be able to demonstrate competence in technical problem solving and must also be able to work under pressure both individually and as part of the team. The role is ideal for a recent graduate, although 12 to 18 months of work experience in a related field is helpful.

Technical Skills: Candidates should be proficient with Microsoft Windows and Office, SQL and Crystal Reports. Although not required, prior experience with Advent suite of products would be beneficial. A bachelor’s degree in a computer science or business field is preferred.

Compensation and Benefits: Compensation will be in the form of a competitive base salary and bonus. Benefits include Medical, Dental, 401(k) and other benefits as described in Silvercrest’s employee guidelines.

Equal Opportunity Employer: Silvercrest is an equal opportunity employer. Silvercrest does not engage in or tolerate discrimination on the basis of race, religion, color, national origin, ancestry, ethnic heritage, age, sex, marital status, sexual orientation, mental or physical disability (consistent with and to the fullest extent of the law) or any other protected group or status. Silvercrest is dedicated to ensuring fulfillment of this policy with regard to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment, compensation, selection for training, and general treatment during employment.