Job Description

Company Description

As a leading global investment management firm, AB fosters diverse perspectives and embraces innovation to help our clients navigate the uncertainty of capital markets. Through high-quality research and diversified investment services, we serve institutions, individuals, and private wealth clients in major markets worldwide. Our ambition is simple: to be our clients’ most valued asset-management partner.

With over 4,400 employees across 51 locations in 25 countries, our people are our advantage. We foster a culture of intellectual curiosity and collaboration to create an environment where everyone can thrive and do their best work. Whether you're producing thought-provoking research, identifying compelling investment opportunities, infusing new technologies into our business, or providing thoughtful advice to clients, we’re looking for unique voices to help lead us forward. If you’re ready to challenge your limits and build your future, join us.

Operations Associate

Position Overview:

We are looking for a Private Wealth Operations Associate to work in a team that supports multiple Wealth Advisors and their clients. The Operations Associate will gain exposure to the full breadth of the prospecting & client service processes, as this role is responsible for the aspects of client service management, including the administrative, transactional and operational functions within the Private Wealth group. This is an exciting and challenging opportunity that will give qualified candidates exposure to advisors, internal business partners, and many other departments within Bernstein Private Wealth Management.

A Private Wealth Operations Associate will:

* + Partner directly with Wealth Advisors and their Client Service Associates to execute the operational needs of the practice, such as performance reporting, client/prospect meeting preparation, account creation and maintenance, & portfolio analysis
	+ Partner with Client Service Associates to accomplish a common goal of providing exceptional service
	+ Interact and network with senior professionals throughout the firm to fuel career success
	+ Ensure accurate and timely completion of responsibilities

Training Program:

Private Wealth Operations Associates will participate in a comprehensive and robust training program. The customized program will enable Associates to build a foundation of knowledge and develop skills needed to process operational tasks, achieve client service excellence and fuel success as a financial professional. Curriculum will be delivered both in a formal classroom and on the job setting.

Qualifications:

The ideal candidate should:

* + Postgraduate/Masters’ degree or equivalent in business, finance or economics with excellence in academics and strong leadership experience.
	+ Have 2 to 3 years of industry experience.
	+ Be an accomplished team players who seek a rigorous and challenging environment for their career development. Candidates should be detail-oriented with a strong ability to multitask and work under pressure in a fast-paced atmosphere.
	+ Possess strong analytical and communication skills (both written and verbal) and an ability to build internal and external relationships. Proficiency in Word and Excel are required.

Pune, India

* Additional Job Description

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