Investment and Client Service Analyst

Company Description:
Fort Washington Investment Advisors, Inc., a registered investment advisor, provides professional and comprehensive investment management services for institutions, corporations, insurance companies, mutual funds, foundations, associations and high-net-worth individuals. Founded in 1990, Fort Washington and its subsidiaries manage more than $39.6 billion in assets, offering a broad array of investment styles from equity and fixed income to private equity fund of funds.

Western and Southern Financial Group provides a host of benefits that include medical, dental, life, pension, 401K, free fitness facility, on-site cafeteria, and generously subsidized parking.

Summary of Responsibilities:
Responsible for developing and coordinating marketing collateral for sales and client management teams. Works directly with investment professionals and senior executives. Must have a strong professional character, comfortable with visibility and accountability. Must demonstrate a clear and convincing passion for the investment industry, complemented by formal training and knowledge of finance and/or economics.

Position Responsibilities:
- Oversee quarter end process, ensuring timely and accurate update of all marketing materials.
- Produces all institutional separate account client review presentations.
- Supports development of custom presentations and requests for proposal (RFPs) documents.
- Develops and manages a variety of projects tied to annual marketing plans.
- Works with both private client group and institutional lines of business.

Selection Criteria:
- Possesses and conveys a basic understanding of investment concepts and trends.
- Possesses and displays excellent verbal and written communication skills with ability to convey information to internal and external customers in a clear, focused and concise manner.
- Proven experience coordinating multiple projects/assignments simultaneously and completing assigned tasks accurately and on a timely basis. Strong attention to detail with excellent organization skills.
- Demonstrated experience working independently. Experience must include identifying and resolving problems where independent decision-making and initiative were demonstrated.
- Proven experience and proficiency assessing, analyzing, writing and communicating, business requirements/specifications for projects. Strong project management skills.
- Demonstrated experience working effectively within a team. Must provide examples of motivating co-workers in difficult situations.

Educational Requirements:
- Bachelor’s degree required.

Computer skills and knowledge of hardware & software required:
- Proficient in word processing, presentation software and spreadsheet applications with ability to create charts, graphs and reports.
- Working knowledge of database applications with demonstrated experience creating and writing reports.

Position Demands:
- Extended hours required during peak workloads or special projects.

To Apply:
Visit www.westernsouthern.com/careers and apply directly online or contact Erica Newcomb -Corporate Recruiter at:
513.629.1083 direct
513.629.1212 fax