

## Trading and Operations Specialist

### Firm Overview:

Sheets Smith Investment Management, LLC (SSIM) is an affiliate of Sheets Smith Wealth Management Inc., both investment advisors registered with the Securities and Exchange Commission under the Investment Advisors Act of 1940. Located in Winston-Salem, North Carolina, SSIM is a growing firm managing client portfolios using dynamic asset allocation and a multi-faceted stock selection process. The firm was established to set apart those clients using these strategies so that the firm could become verified under the CFA Institute's Global Investment Performance Standards. This verification was completed in June 2016.

### Position Description:

This Trading and Operations Specialist position is an entry level or near entry level position in operations and security trading. This person will become efficient with the firm's CRM, client accounting system and trading functions, eventually taking the place of the current trading specialist for the firm. This person will compile numerous reports about the firm, including Assets Under Management and performance of the firm's composites, and input these at various brokerage houses and databases. Working directly with the portfolio manager, the successful candidate also will interact with clients and industry professionals, prepare reports for clients and prospects as well as schedule meetings.

### Qualifications:

- Bachelor's degree, preferably in Business, Economics or Mathematics
- An outstanding work ethic and self-motivated
- Highly organized with an attention to detail and accuracy
- A basic knowledge of U. S. Equities, Bonds and Exchange Traded Funds (ETFs)
- A high proficiency with Microsoft Office Suite, especially Excel and PowerPoint
- Excellent communication and interpersonal skills, both verbal and written
- Motivated hard worker with a desire to expand their knowledge and skill level
- A genuine desire to assist and serve our clients and grow with our firm

### Instructions:

Qualified candidates please send your resume to [cbowden@sheetssmith.com](mailto:cbowden@sheetssmith.com)