



**Job Title:** Fixed Income Trader/Desk Analyst

**Location:** Berwyn, PA

**Summary of the Position:**

The Fixed Income Trader/Desk Analyst is responsible for trading and evaluating fixed income securities and making trading and investment recommendations in a team context. This position will be actively engaged in the day-to-day trading of the portfolios with the goal of being able to help analyze individual fixed income issuers, understand sector dynamics, and evaluate valuation discrepancies between securities, sectors and grades. The Fixed Income Trader/Desk Analyst works collaboratively with analysts and portfolio managers to support the investment of our fixed income portfolios.

**Primary Functions of the Position:**

- Trade fixed income assets via electronic trading platforms
- Process all fixed income trades through Bloomberg AIM trading system
- Coordinate all new deal information (i.e., deal calendar, conference calls, roadshows) and disseminate to Portfolio Managers/Analysts
- Coordinate all market information and perform a general market analysis for the fixed income group on new issues - including new deal information, relative value analysis between primary market and secondary market trading, recommendations on new issue participation and market conditions.
- Provide maintenance research/trading on existing investments, both high yield and high grade.
- Prepare preliminary credit work/relative value analysis on high-yield and high-grade credits.
- Remain current on portfolios, sectors and securities in order to remain conversant on fixed income holdings, recent transactions and current strategy.
- Act as a liaison between operations and fixed income for all trading related items.

**Education and Experience Requirements:**

- Bachelor's Degree in Finance related field, or equivalent years of experience
- 1-2 years of relevant investment experience
- Interest towards acquiring CFA
- Knowledge of one or more fixed income industries including current trends

**Essential Skills and Abilities:**

- Bloomberg, LP – Desktop, AIM, PORT
- Proficient with Microsoft Office, Excel, and other analytical tools
- Clear, logical thinker with strong quantitative abilities
- Creative problem solver with ability to perform well under pressure
- Excellent writing, interpersonal, and communication skills
- Highly motivated, enthusiastic, resourceful, self-starter
- Strong attention to detail and organization skills

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