BLBB Advisors

Job Description

Portfolio Management Associate

Montgomeryville, PA · Full-Time · Exempt

Position Title	Portfolio Management Associate
Reports To	Director of Operations
FLSA Status	Exempt
Office Location	Montgomeryville, PA
Employment Type	Full-Time

Position Summary

The Portfolio Management Associate works closely with the firm’s Wealth Advisors and the Operations Team to monitor client portfolios and implement changes resulting from internal investment decisions and client instructions. This role is responsible for understanding portfolio investment objectives and ensuring that portfolios align with assigned models and client-specific constraints using firm software, under the guidance of our investment committees.

All investment activity in this role is executed within pre-determined model allocations and established client guidelines. The Portfolio Management Associate does not make independent discretionary investment decisions but is expected to exercise sound operational judgment in carrying out those directives accurately and efficiently across all four custodial platforms.

This is an excellent opportunity for an investment operations professional seeking to grow within a collaborative, client-focused firm with a long-standing reputation for excellence.

Major Areas of Responsibility

Portfolio Monitoring & Rebalancing

- Review daily flows of modeled portfolios including deposits, withdrawals, security receipts and deliveries.
- Monitor drift levels in modeled portfolios for cash levels, asset class alignment, and material equity over/underweights; correct portfolios as needed using Tamarac Trading software.
- Work with advisors to identify opportunities to leverage pre-built models to accomplish portfolio objectives.

- Monitor fixed income maturities and calls for appropriate rebalancing.

Portfolio Allocation and Implementation

- Assist with and, over time, lead the process of executing portfolio changes across the firm as determined by internal investment committees, including for both modeled and non-modeled accounts.
- Assist with annual updates to asset allocation models in Tamarac driven by research and capital market assumptions releases.
- Coordinate annual Tax Loss Harvesting process.

Trading Desk Coordination

- Serve as a coordination point between Wealth Advisors and both the Equity and Fixed Income trading desks.
- Provide first-level backup support for equity and fixed income trade execution.

Reporting & Technology

- Train to become a first-level resource and subject matter expert in Tamarac Trading, supporting advisors and the operations team.
- Develop a thorough understanding of the firm’s full technology stack including Pershing, Fidelity, Schwab, TradePMR, SugarCRM, Box, Tamarac and related platforms.
- Report key metrics and portfolio data to Wealth Advisors both in written communication and in-person meetings.

Knowledge, Skills & Abilities

- Strong verbal and written communication skills; ability to work effectively with internal staff and outside vendors.
- Exceptional attention to detail with a strong aptitude for quantitative analysis.
- Ability to manage multiple time-sensitive priorities while maintaining transparency and asking appropriate questions.
- Working knowledge of portfolio constituents including equities, fixed income, U.S. Treasuries, ETFs, mutual funds, and alternative investments.
- Adherence to compliance, firm policy, and regulatory procedures, with an eye toward continuous process improvement.
- Ability to adapt and learn new systems and technologies over time.
- Ability to set a responsible and professional example, including maintenance of strict client and firm confidentiality.
- Ability to communicate by spoken word, hear phone conversations within normal parameters, and operate a keyboard.

Education & Experience

- 3–5 years of experience in the financial services industry required.
- Direct exposure to client portfolio management or capital markets work preferred.
- Bachelor’s Degree in Finance, Economics, Business, or a related field preferred.
- CFA designation or active progress toward CFA a plus.
- Experience with portfolio management software; Tamarac experience a significant plus.