



Millennium Advisory Services, Inc.  
a HUB International company

5340 Twin Hickory Road  
Glen Allen, VA 23059  
Toll-free: 877-435-2489

[www.mas-edu.com](http://www.mas-edu.com)

Millennium Advisory Services Inc., a HUB International company is looking for a detail-oriented and hardworking individual to join our firm as a **Trading Administrator**. The Trading Administrator is an integral part of the Trading Team. This role is primarily responsible for the administration of client account data that is used to determine trade needs for the firm's clients. The Trade Team works closely with other internal teams to ensure proper allocation of assets. Position has potential for advancement within the Trade Team and other roles throughout the company.

### **Job Responsibilities**

#### **Responsibilities of this position include, but are not limited to:**

- Process and review daily custodial feeds of client data into Black Diamond, our client data management software.
- Complete initial set-up and ongoing updates of client data in Black Diamond and Redtail, our client relationship management software (CRM).
- Gather client data to assist the trading team in making decisions for client assets.
- Verify the execution of trades from the previous day.
- Reconcile client accounts in Black Diamond with our custodians.
- Assist the Billing department with new accounts.
- Produce various monthly and quarterly reports using data from Black Diamond.
- Other projects and responsibilities added at the company's discretion

### **Job Qualifications**

- Experience in data management, either through use of a CRM or a client data management program
- Prior experience with Black Diamond and/or Redtail preferred
- Proficiency in using Microsoft Office software (especially creating and using Excel spreadsheets)
- Attention to detail and accuracy
- Strong critical thinking and problem-solving skills
- Ability to work independently and as a team
- Basic knowledge of investments and investment accounts preferred
- Associates Degree preferred, or comparable work experience (2 years minimum experience executing these or similar job qualifications)

Millennium Advisory Services Inc., a HUB International company, is a fast-growing, fee-only Registered Investment Advisory firm located in Richmond, Virginia. Our goal is to provide investment management services and financial planning advice that makes a meaningful difference in the lives of our clients. We offer our services to individuals as well as employees of higher education institutions across multiple states with a rapidly expanding client base.



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As a Registered Investment Advisory firm that is a part of HUB International, we have the backing of the largest privately owned global insurance broker, providing a broad array of property, casualty, risk management, life and health, employee benefits, investment and wealth management products and services. Becoming a part of HUB means that you thrive in an entrepreneurial and fast-paced team environment supported by over 14,000 professionals in 500 offices across North America.

Millennium offers a competitive salary and benefits package. We foster a team-oriented, friendly environment for our employees, which provides a firm foundation on which to build lifelong relationships with our clients. We are seeking professional, passionate, and client-focused members to join our team.

HUB International Limited is an equal opportunity and affirmative action employer that does not discriminate on the basis of race/ethnicity, national origin, religion, age, color, sex, sexual orientation, gender identity, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. The EEO is the Law poster and its supplement is available here at [http://www.dol.gov/ofccp/regs/compliance/posters/ofccp\\_ost.htm](http://www.dol.gov/ofccp/regs/compliance/posters/ofccp_ost.htm).

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