

DOUGHERTY & COMPANY LLC

Institutional Sales Associate – Dougherty & Company LLC

Dougherty & Company LLC is a registered broker-dealer in securities with over 30 years of experience specializing in high value added investment and capital raising strategies that help clients achieve their long-term investment objectives. As a full-service investment banking and investment services firm, Dougherty & Company offers a wide array of investment products and services to institutions and individuals nationwide. This position is located at our headquarters in downtown Minneapolis. For more information please visit www.doughertymarkets.com.

Summary:

The Institutional Sales Associate will provide primary administrative and project support to the Institutional Sales desk. This position participates in the development of client relationships, independently makes calls on stocks and works closely with senior team members.

Essential Duties and Responsibilities:

- Provide administrative support to salespeople on the institutional sales desk
- Summarize research product
- Schedule, coordinate and host department and client meetings
- Fulfill requests from clients, management, research, institutional sales and trading for updated models, research notes, or any other necessary information
- Other duties as assigned

Job Requirements:

- Bachelor's degree in Finance strongly preferred
- Series 7 and 63 licenses required
- 2+ years' experience in investment sales
- Excellent oral, written, interpersonal communication skills and analytical skills required
- Proficiency in Microsoft Office products required – with emphasis on Excel
- High level of professionalism and attention to detail
- Should be capable of working in a fast paced, rapidly changing environment and have the ability to multitask and prioritize

We offer a comprehensive benefits package for employees and their families including medical and dental plans; 401k plan including company matching; firm funded life and disability insurance.

Qualified candidates should submit their resume to careers@doughertymarkets.com for consideration.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

www.doughertymarkets.com

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