

Senior Relationship Manager

You will drive the following responsibilities:

- Partner with our Director of Client Service and Marketing to understand client goals and translate the business plan into an organized operational cadence for the team, including providing administrative and calendar support
- Provide high quality and professional client service, acting as the first point of contact for all incoming client inquiries via email or phone
- Distill information and synthesize the key points to the team and other relevant, internal stakeholders
- Drive execution, provide direction, and project manage initiatives across multiple stakeholders
- Facilitate synchronization and communication across the team, by tracking and reporting on status of key activities and keeping knowledge repositories up to date (i.e. CRM)
- Ensure team and key stakeholders are prepared for all client interactions (i.e. presentations, prep notes, technology)
- Coordinate logistics for clients and team, including travel strategy, events and presentation materials

This is who we want:

- Are a team player who can learn quickly and who can proactively seek to improve efficiency and quality
- Are a 'big picture' thinker who is able to focus on the goal at hand, not only tasks.
- Distill information, prioritize well and summarize key points for senior leaders
- Enjoy solving problems using logic and common sense to develop practical solutions
- Have the ability to orchestrate and prioritize multiple activities at once while maintaining high quality work
- Hold a high standard for excellent client/customer service and desire to help others
- Are willing and able to anticipate the needs and concerns of others
- Have a preference for interpersonal interactions and are unafraid to engage with others
- Value the pursuit of truth and excellent
- Demonstrate innate curiosity and a tendency to thrive on learning new things
- Are dedicated to self-improvement and improvement of others

Minimum Qualifications

- Effective written and oral communication skills with strong attention to detail
- A high degree of proficiency in Outlook, PowerPoint, Word and Excel; general comfort with learning and using new software tools
- Bachelor's degree with strong academic record preferred

- Experience in financial services or a professional business environment is a plus, though not required

Physical Requirements

- For most of our roles, Five Dimension's offers remote work flexibility, with most employees required to work on campus as their principal work location, a minimum of two days (and in some cases three days) per week with the option to work offsite on other days.

In this role, you will grow with us by:

- Taking ownership of team operations processes and cadences
- Taking on mentorship and leadership responsibilities to grow talent as you gain experience
- Opportunities to grow your career across Bridgewater depending on your strengths, weaknesses, and experience

Apply by sending your resume and a 1-page summary on your candidacy to HR@fivedimensionsinvest.com