



WEALTH MANAGEMENT INVESTMENT CONSULTING

Job Title: Internship Program
Location: Morristown, New Jersey

About Massey Quick Simon

Massey Quick was founded in 2004 to create a different kind of wealth management – one that suits its clients' best interests as a fiduciary by seeking to align the firm's goals with those of our clients and offer objective professional advice. On April of 2017, we underwent a merger with William E. Simon & Sons, our two firms have joined to form Massey Quick Simon and together we provide wealth management, investment consulting and family office services to high net worth individuals, families, endowments, foundations, and single family offices.

Why Work at Massey Quick Simon?

Massey Quick Simon's culture and company philosophy are founded on a set of fundamental values that influence the choices we make and the actions we take. Our core values encompass integrity & honesty, mutual trust & respect, ownership & accountability, and humility. We provide opportunity, nurture talent, develop our people and reward achievement. You will be joining a culture that promotes functional excellence and teamwork, a passion for learning, and values employee input to help shape the future of the firm.

Program Description

Interns have exposure to all aspects of the business, with a focus on client service and investment research. Interns provide support where it is most needed and are trained as generalists rather than hired for a specific role. Massey Quick Simon primarily seeks interns who have an interest in business, particularly finance, and wish to have a career focused in investing and/or financial planning.

Duties & Responsibilities

- Prepare portfolio analytics and presentation materials for client and prospect meetings.
- Attend calls with client advisors that cover topics including market outlook, portfolio performance, and financial planning
- Create manager profiles in proprietary database and liaise with investor relations departments if necessary.
- Take detailed notes on manager calls and attend investment research team meetings.
- Generate research surrounding macro events affecting the investment community.
- Administrative support including scanning documents, filing statements, answering phones or other general office-related tasks.

Attributes

- Foster a positive atmosphere within the office and with clients.
- Display team-oriented, collaborative spirit.
- Present professional behavior, appearance, and etiquette at all times.
- Ability to work under multiple managers in a dynamic environment.
- Ability to work at a high level of independence.

Qualifications

Proficient with Microsoft Office, particularly Excel, Outlook, PowerPoint, and Word.

Highly self-motivated individual who can work independently as well as on a team.

Strong organizational, time management, and written/oral communication skills.

Strong attention to detail.

Knowledge of investing and financial markets is helpful but not required.

Application Process

To apply, please submit a cover letter and resume to jobs@mqsadvisors.com and complete the questionnaire at the bottom of our careers page.



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