CapTrust
WEALTH ADVISORS

Enriching Lives.
Empowering Legacies.

Trading & Portfolio Administrator

About Us

CapTrust Wealth Advisors, located on 8th Street in downtown Holland, Michigan, is seeking a full-time Trading & Portfolio Administrator to join our growing team. This in-person role offers a compelling opportunity for a motivated professional to participate meaningfully in firm operations and systems design and innovation.

At CapTrust, our purpose is to enrich the lives of our clients, colleagues, and communities through thoughtful advice, integrity, and service. To learn more, please visit www.ctwealth.com.

Why This Role Matters

We are seeking a technology-oriented Trading & Portfolio Administrator with a strong attention to detail and an interest in continuous improvement. This role sits at the intersection of investments, portfolio management, and operational design and is well suited for someone who is looking for meaningful responsibility and career growth.

You will be responsible for core trading and account operations while also contributing to the development and implementation of innovative technology solutions; appropriately harnessing technology and artificial intelligence to produce even more excellent processes and outcomes. Working closely with senior leaders, you will gain a deep understanding of investment platforms and have an opportunity to shape how advisors and clients experience our portfolio infrastructure.

If you enjoy precision, learning how investment systems truly function, and improving processes rather than simply maintaining them, this role offers a strong foundation for long-term growth.

Key Responsibilities

Trading & Account Operations

- Execute equity, fixed income, and other investment trades with accuracy and efficiency
- Manage trade allocations across client accounts and support advisor trading requests
- Review client accounts, cash positions, and investment restrictions to ensure accuracy and alignment

Compliance & Controls

- Conduct post-trade reviews to ensure adherence to firm policies and regulatory requirements
- Partner with the Compliance team to research and resolve exceptions and support audits

Reporting & Portfolio Support

- Support advisor and client reporting, including custom reports and dashboards
- Ensure data integrity across custodial, trading, and reporting platforms
- Assist with billing reviews and reconciliations
- Support reporting and administration for alternative investments
- Research and evaluate client and investment manager fees, activity, performance, and attribution; support ongoing analysis and communication with investment managers

Process Improvement & Innovation

- Identify opportunities to improve trading, reporting, and operational workflows
- Assist in evaluating and implementing portfolio management automation, system enhancements, and AI workflow integration
- Support strategic investment initiatives focused on scalability, transparency, and efficiency

Qualifications & Attributes

- Background in investments, financial operations, banking, or technology
- Bachelor's degree in finance, technology, or a related field preferred
- Comfortable working with portfolio management systems, trading platforms, and data
- Highly detail-oriented and analytical, with the ability to identify issues and drive resolution
- Curious, proactive, and interested in systems design, process improvement, and technology-enabled solutions
- Able to balance accurate execution with problem-solving and continuous improvement
- Organized, dependable, and able to perform well under deadlines
- Demonstrates discretion and integrity when handling sensitive client information

Why You'll Enjoy Working Here

- Meaningful responsibility from day one—beyond observation or shadowing
- Direct collaboration with an experienced, approachable leadership team
- A culture that values and welcomes ideas for improving systems and processes
- Long-term professional growth and development and potential to implement the future of wealth management.

Let's Talk

We are looking for thoughtful, capable professionals who want real responsibility and room to grow. If this opportunity aligns with your interests, connect with us at **talent@ctwealth.com**.