



ABOUT KNIGHTSBRIDGE WEALTH MANAGEMENT

Knightsbridge Wealth Management is a Registered Investment Advisor (RIA) headquartered in Newport Beach, CA with \$800 million assets under management (AUM) and a 20-year history of helping clients achieve their financial goals. Our mission is to build a firm where we'd be happy to have our own family members be full-fee-paying clients, and we achieve this by living out our core values every day. These values include always doing what's best for the client, pursuing excellence in everything, treating each other well, and continuously adapting and improving.

OPERATIONS ANALYST INTERN JOB DESCRIPTION

We're looking for a motivated, fast-learning, and high-performing undergrad junior or senior to be a full-time addition to our team over the summer. The position offers excellent exposure to executive leadership, hands-on training in trade operations and daily administration at a high-performing RIA, and opportunities to contribute to meaningful research projects that impact the business.

The right candidate will:

- Demonstrate proficiency working with numbers
- Demonstrate an interest in investment management and financial operations
- Exhibit attention to detail, organization, and time management
- Present a professional image
- Seek out the mentorship and development that comes with an in-office position
- Embrace a dynamic, fast-paced environment with a problem-solving mindset

Responsibilities

- Prepare daily cash flow trades on behalf of clients under the direction of a seasoned Operations Analyst and the Director of Trade Operations
- Assist with prospect review presentations, including gathering information and performing data entry
- Perform daily administrative tasks
- Work with the Principal, Portfolio Manager on research and data analysis projects
- Attend internal meetings and gain exposure to different roles within the firm
- Take on other duties as assigned, as it's a small firm where people wear multiple hats



Qualifications

- Current undergraduate student (rising junior or senior preferred) pursuing a degree in Finance, Economics, Business, or a related field.
- A GPA of 3.5 or higher
- Excellent written and verbal communication skills
- Comfort working with data
- Three professional or faculty references

Benefits include:

- \$20/hour wage
- One firmwide work from home day per week with the remainder onsite
- Option for college credit
- Excellent company culture and potential for references

Duration: 8-10 weeks (Flexible based on academic schedule)

Application Deadline: May 23, 2025