



# PAYDEN & RYGEL JOB OPPORTUNITY

## COMPANY OVERVIEW

Payden & Rygel is one of the largest independently owned global investment management firms. We offer a full array of investment strategies and products, including fixed income, equity, and balanced portfolios as well as open-end mutual funds and offshore funds, to a varied client base around the world. While we have grown and expanded considerably since our inception in 1983, we remain committed to our mission of providing customized investment management solutions that focus on each client's specific needs and objectives.

## JOB TITLE

### **Compliance Administrator & Support**

## JOB DESCRIPTION

We are seeking a Compliance Administrator & Support person to perform a variety of administrative functions for the Compliance team. This is an exceptional opportunity to join a well-established independent Investment Manager with an entrepreneurial and team-oriented culture. The role requires the Compliance Administrator & Support to work independently, respond to requests and meet deadlines associated with working in a fast-paced environment.

## JOB RESPONSIBILITIES

- Coordinate production and maintenance of compliance documents (ERISA, guidelines, etc.) and restricted lists within compliance systems (CMGR – restricted lists)
- Participate in ad hoc requests and special projects
- All other duties as assigned

## QUALIFICATIONS

- Ability to work with minimal supervision to accomplish objectives and priorities
- Detail-oriented with the ability to multitask and excellent organizational and project management skills
- Strong written and verbal communication skills
- Proficiency in Excel and Word
- Ability to work collaboratively as part of a team and foster strong culture of compliance

## EDUCATION

Bachelor's degree preferred



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## HOW TO APPLY

**Please send resume to** [Careers@payden.com](mailto:Careers@payden.com)

**Reference: CASLA1023-RP1**

**Subject:** (Your Name, Position Title, and Reference)

The base salary range for this position is \$65,000 to \$80,000. However, base pay will be determined on an individualized basis considering various factors, including location, qualifications, skills, and experience.

The total compensation package includes salary, discretionary bonus, and 401k/profit-sharing based on level of experience and skills brought to bear as well as full range of benefits including medical, dental, vision, and life insurance.

Our employees work together in our downtown Los Angeles office, benefiting from our collaborative, team-oriented culture that has been the foundation of our success. We have always been a firm that has awarded flexibility to our employees.

## EQUAL EMPLOYMENT OPPORTUNITY

Payden & Rygel is an equal opportunity employer, which means we comply with all federal, state, and local laws that prohibit discrimination when making all decisions about employment. Payden does not make employment decisions on the basis of race, color, ethnicity, national origin, ancestry, citizenship, religion, creed, sex, sexual orientation, gender identity, gender expression, age, past or present physical or mental disability, HIV status, medical condition as defined by state law (genetic characteristics or cancer), pregnancy, childbirth and related medical conditions, veteran status, military service, marital status, familial status, genetic information, domestic violence victim status or any other classification protected by applicable federal, state and local laws and ordinances.