

Eaton Vance – Investment Counsel



Target Majors:	Finance, Accounting
Intern Assignment:	Investment Counsel Intern
Hiring Manager:	David McCabe
Job Address:	2 International Pl, Boston, MA 02110
Is Location MBTA Accessible?	Yes
Hours Per Week:	Anticipated 21 hours
Preferred Days of Week:	3 days
Work Hours:	9am – 5pm
Pay Rate and Travel Stipend:	\$15.00 / Hr + Travel Stipend

Company Overview:

Eaton Vance Corp. is one of the oldest investment management firms in the United States, with a history dating to 1924. Eaton Vance and its affiliates offer individuals and institutions a broad array of investment strategies and wealth management solutions. The Company's long record of providing exemplary service and attractive returns through a variety of market conditions has made Eaton Vance the investment manager of choice for many of today's most discerning investors.

By joining Eaton Vance, you'll become part of a company that has one of the best employee retention rates in the financial services industry. We offer competitive salaries, generous benefits, and tremendous opportunities for growth and development. If you do not see a position that fits your career objectives, please return to this site in the future as our hiring needs will change. We look forward to your becoming a part of our continued success!

Department Overview:

Job Description:

The Investment Counsel Intern will primarily support Eaton Vance Investment Counsel's Wealth Advisory Group. The focus will be on analytic work for clients and outside managers, as well as some financial planning support.

Primary Responsibilities:

- Preparation of Excel-based customized investment reports that integrate clients investment holdings
- Work with various investment and planning software for client reports
- General administrative duties
- Ad hoc projects as needed supporting Counsel's marketing initiatives

Basic Qualifications

- Minimum of 1 year general professional experience
- Excellent Mathematical Capability
- Strong organizational skills
- Must have extremely strong attention to detail
- Excellent verbal and written communication skills
- Solid computer skills: Microsoft Office (Excel), Word and Outlook
- Inquisitive mind and drive to “get it right”
- Willingness to learn and advance