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# Example of Hedge Fund Analyst Job Description

Our innovative and growing company is looking for a hedge fund analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for hedge fund analyst

* Develop/maintain a wide reaching network in the Equity Long / Short space
* Developing specific knowledge base in key application areas
* Conducting calls and meetings with hedge fund managers
* Drafting investment research reports and communicating research findings to clients
* Publishing research notes and Strategy Outlook Report content
* Attending industry conferences and investor panels
* Assist in leading the audit coordination of the clients' annual reporting process
* Assist the AVP and VP in the recruiting and interview process
* Report progress and status to management (status of funds in queue, metrics for on-boarding)
* Create and maintain a working relationship with fund administrators, prime brokers

## Qualifications for hedge fund analyst

* Further relevant qualification is preferred, CFA (or progress towards)
* Strong quantitative qualitative analysis skills
* In addition further relevant qualification is preferable, CFA (or progress towards)
* Understanding of the various transaction types within each asset class beyond ‘vanilla’ trades is preferred
* Experience reading and understanding detailed covenants and clauses in legal documentation such as ISDAs, GMRAs, termsheets, prospectuses
* Good analytical/statistics skills