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# Example of Investment Operations Job Description

Our company is looking for an investment operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for investment operations

* Collaborate with global investment offices, FoF administrators and Investor(s) to manage seamless set up of FoF vehicles
* Conduct external administrator quality control
* Serve as liaison for all administrator and investor inquiries
* Review, negotiate and manage service provider contracts
* Monitor legacy funds and manage relationships of assigned PE managers
* Conduct quarterly investment review for funds in charge
* Collaborate with the investment team and other global offices to manage the overall process of quarterly fund monitoring
* Conduct research and analyze industry trends on Private Equity market
* Calculate quarterly redemption and distributable dividend amounts
* Ensure client book is administered in line with the Trust & Company governing documents, Law and NT policies and procedures

## Qualifications for investment operations

* Overtime may be required during periods of high volume
* 1 to 2 years of Trading or Customer Service experience preferred
* In depth experience in asset/investment management or trading operations essential
* Crisis management – Requires the ability to handle multiple problems and make quick decisions under pressure in order to meet deadlines for reporting mutual fund net asset values
* Current and active FINRA Series 7 and Series 63/66
* 1 -2 years of trading or customer service experience preferred