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# Example of Product Administrator Job Description

Our innovative and growing company is looking to fill the role of product administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for product administrator

* Work in partnership with other Account Administrators and stakeholders to perform risk control functions and create or improve internal procedures, processes and tools
* Provide administrative assistance for the Esprit Fund to include monthly cash reconciliations, distributions payments, monitoring client group email address, liaising with the front office, production of tax certificate coordination of the fund price and client mailing
* Assist with the fortnightly vault reconciliation and controlling the security deposits and withdrawals
* Responsible for co-ordinating and completing the annual home held securities mailing
* Support the team with other tasks such as transitions and corporate action queries, rebates, security fractions, Private Unit Trusts administration and ISA transfers and governance
* Assist with the regular and ad-hoc production of reports and queries with the various Fund Accountants, Depositories and/or Trustees
* Assist with monitoring the portfolio managers fund accounting valuations sign offs
* Keeping abreast of industry developments and regulations
* Provide high levels of service/support to the Front Office, Swiss Service Centre and counterparties
* Support the team with ISA Plan transfers, providing regular updates/support to the Front Office, Swiss Service Centre and ISA Plan Managers

## Qualifications for product administrator

* Prior experience in asset management, custody or financial operations required
* Knowledge of various legal and tax documents related to pension / 401k plans and endowments/foundations a plus
* Knowledge of JPMAM systems a plus
* Be familiar with technology and electronic products
* Self starter with the can do attitude, proactive, helpful, quick correspondent are MUST
* High level of aptitude to learn web administration tool and internal programming system