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# Example of Transition Manager Job Description

Our growing company is hiring for a transition manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for transition manager

* Coordination of the transitions process in the region/geography for client transition activity (fund & share class launches, fund migrations out, fund closures, mergers, investment manager changes)
* Co-ordination and execution of the transitions process in the region/geography for fund launches and fund migrations in, systems setups
* Coordinate full transition and on-boarding of client to LD&MC platform across COTC and Listed products
* Degree educated or equivalent (preferred)
* Strong organisational skills, with the ability to identify and prioritise multiple tasks
* Either a cross product background or a background as a specialist in rates, credit, FX or listed clearing and intermediation
* The ability to coordinate and manage work requirements across multiple business areas and functions
* The ability to work in a fast-paced, highly regulated environment
* A dedication to servicing a demanding internal and external Client base
* Intermediate PowerPoint skills as the role will require you to put together presentations

## Qualifications for transition manager

* Bachelor’s degree in Project Management, Architecture or related field
* Seven or more years of transition management or consulting experience
* Change facilitation skills
* Ability to work across multiple departments and develop excellent working relationship with internal and external clients
* Degree required from accredited institution, Bachelors desired, any field
* Excellent verbal and written communications skills a must