



Example of Analytics Portfolio Job Description

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Our company is growing rapidly and is looking for an analytics portfolio. 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 analytics portfolio

- Build and maintain, through a combination of various programs (Excel, Bloomberg,) detailed multi-asset portfolio models including risk statistics
- Act as main liaison between front, middle/back-office and Risk to communicate portfolio management issues pertaining to trading, cash, allocations, performance, system development
- Construct presentation materials around regular portfolio reviews that include PMs and senior management
- Partner with marketing to fulfill investor requests regarding market themes, exposure, performance drivers and risk
- Perform detailed ad hoc portfolio analyses around exposures and performance attribution
- Monitor and collect research regarding industry and competitor developments
- Produce monthly performance review package for Credit platform
- Develop and maintain exposure and market review reports for senior management
- Perform ad hoc platform wide analyses of exposure and investment performance
- Research and develop models to aid in the investment decision making process

Qualifications for analytics portfolio

- Strong background in object-oriented design, data structures, application programming, and multi-threading
- Modern web application development skills
- Experience building cross-browser compatible applications, including Internet Explorer
- Python or other high level structured programming language
- MVC frameworks such as Django, Ruby on Rails
- Keen interest in finance and investments