



Example of Asset Management Operations Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for an asset management operations. 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 asset management operations

- Work with other staff members to ensure processes are set-up efficiently and adequate internal controls are in place
- Assist the Business Operations Manager with ad-hoc projects, as required
- Partner with various clients and business partners to define solutions to business needs
- Troubleshoot production and test issues
- Perform address and account maintenance functions for Private Banking clients across PB systems
- Perform address and account maintenance verification, identifying errors training opportunities
- Provide business user support on various technological developments to the Institutional Client Reporting systems
- Responding promptly to client inquiries, committing to deliverables undertaking ad hoc investigation and analysis, where this is appropriate
- Perform fund valuations for pooled and institutional funds
- Process qualified custodian requests from auditors and investment advisors to confirm adherence regulatory obligations pertaining to statement delivery

Qualifications for asset management operations

- Strong working knowledge of products with an emphasis on Subscription,

- Business Management experience required
- Strategic thinking and desire to work both at a strategic and on a detailed-analysis level
- Demonstrated success leading investment management front or middle office implementation projects including investment operations outsourcing, portfolio accounting, order management, data management, reporting and analytics
- Minimum 2 years financial industry experience in Operations or any type of reporting functions