



Example of Asset Management Operations Job Description

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Our innovative and growing company is hiring for an asset management operations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for asset management operations

- Execute complex Investments in and out of underlying Hedge Fund Managers (both USD and FX)
- Daily Interaction with Compliance and Legal on all aspects of investment documentation
- Working directly with clients, clients support teams, and internal working teams on new product launches and new business initiatives
- Offering guidance/support/knowledge to various clients, client support teams and JPM teams on product services and processes
- Establish efficient workflow processes between JPMAAM and our client's Fund Administrators/custodians
- Proactively look for means of automation, efficiencies - consistently work with business groups to make enhancements to current systems and processes
- Provides end-to-end coordination for all aspects of training and development programs
- Day-to-day planning and execution of classroom and virtual instructor-led programs eLearning programs - Includes managing nomination/participant list, sending communications, producing training materials (name tags, manuals, profile books,) and sitting in on selected sessions
- Establish and maintain training vendor relationships, contracts and logistics
- SharePoint administration, development and maintenance

Qualifications for asset management operations

- Degree educated within a business / analytical field
- Minimum 7 years' experience within a Global Investment bank
- Understanding of the regulatory initiatives prescribed by FCA (previously FSA), Dodd Frank and Basel III
- Understanding of common process improvement methodology such as Six Sigma
- Ability to forge strong rapport with a Financial Services Clients