



Example of Asset Management Operations Job Description

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Our company is searching for experienced candidates for the position of 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

- Back up Communications Associate
- Serve as a strategic business partner to the CIO and Head of Operations for Asset Management
- Act as a single point of contact for Global Technology and Operations for any information, requests, deliverables associated with the functions
- Manage budgets, results and outlooks
- Responsible for production and investment costs and understanding the primary drivers
- Partner with the AM P&A team
- Drive team to meet corporate strategic targets in areas such as location strategy, employee/contractor ratios, preferred vendors and contractor tenure
- Manage external vendor spend and partner with sourcing & management to identify efficiencies
- Partner with legal entity controllers ensure that accounting entries are accurate, timely, appropriately reconciled and substantiated and that Tech and Ops are capitalizing internally-developed software accordance with GAAP and bank policy
- Partner with overall corporate teams to continue to look for standards and efficiencies in areas such as reporting and financial support

- In-depth knowledge of risk management techniques from both a detection mitigation perspective
- Minimum of 10-year experience and strong expertise in asset management operations, with significant experience in team supervision and in project management
- Familiar with regulatory frameworks and on-going evolutions in North Asia, especially Hong Kong and China (QFII, RQFII, QDII)
- Minimum 2nd year university student
- Relationship Management with key stakeholder groups including the Customer Partner Experience team
- Measure delivery success against key Operational success criteria (Key Performance Indicators) that include voice of the field/satisfaction indicators (internal and external)