



# Example of Investment Product Manager Job Description

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Our company is hiring for an investment product manager. 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 investment product manager

- Build and foster effective and productive relationships with external product partners including investment advisors, global custodians, auditing firms
- Serves as a thought leader / subject matter expert and consults with various internal groups(e.g., sales, service, marketing, legal, operations, ) regarding development and enhancement of investment tools
- Partners with internal clients (primarily senior leaders), key stakeholders, and subject matter experts (client groups, investment teams, legal ) to evaluate existing products and to recommend improvements or changes to a product line-up
- Manages projects from inception through implementation ensuring project deadlines are met
- Coordinating and providing timely information to all internal and external business units during fund implementations and fund launches
- Drafting fund specifications and clarifying operational procedures
- Ensuring life-cycle management (supervision of liquidations, mergers, prospectus changes )
- Providing support to and supervision of administration and investment companies (substance requirements, expenses and fees, governance)
- Participating in internal and external working groups in connection with the implementation of fund projects market-related and regulatory changes
- Several years'(3-5 years) practical experience in the fund industry

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- Critical thinking skills and project management skills are imperative to define transaction details
  - Planning, organizational, and leadership skills are needed to oversee restructuring activity process improvement opportunities
  - Ability to broaden tactical concepts to a strategic, consultative level
  - A four year degree highly preferred experience in the financial services industry which may include client servicing, custody, investment management, recordkeeping
  - Undertaking quantitative tasks, such as calculation of portfolio performance characteristics
  - Possess strong spreadsheet and quantitative skills