



Example of Investor Services Associate Job Description

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Our company is growing rapidly and is hiring for an investor services associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for investor services associate

- Providing timely support for review of legal documentation including fund constitutional documentation
- Assisting in client presentations/briefings
- Develop close relationships with client personnel and colleagues in WSS to maximise product/service offering
- Review/completion of tax/market opening account docs
- Provide oversight and support of fund changes (mergers, closures, launches etc) including timely updates to operational Hub
- Oversight of client operational risk/performance assessment including key role in producing monthly report/exec summary and communicating findings to allocated client groups
- Acting as client interface regarding T&F technology requirements including ongoing support for Praesys file uploads and changes to current reporting formats
- Provide additional support to operational Hub as required and agreed from time to time
- Working closely with our regional sales teams and our internal distribution services teams to contribute to the GSAM Funds distribution effort
- Responding to daily incoming calls and queries from internal and external clients / custodians regarding our Offshore Funds range of products

Qualifications for investor services associate

- Legal contract documentation
- Accounting and control
- Management of projects across multiple streams of work simultaneously while balancing stakeholder needs versus budgetary pressures
- Experience of the Investment Management industry is preferable
- Knowledge of UK fund regulation and awareness of the broader European mutual fund agenda including AIFMD and UCITS V impact