Our company is growing rapidly and is looking for an investor services associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for investor services associate

- Manage the coordination, tracking, and processing of all fund transactions, including new and additional subscriptions, redemptions, and distributions, for institutional and high net worth fund investors by collaborating with internal Fund Accounting, Client Service, Portfolio Management, Business Management, Legal and Compliance teams, external Administrators and Custodians
- Document all in-scope services and identify non standard requirements
- Assist in maintaining an electronic library of standard product documentation including operating models, detailed service lists, and product bundle definitions
- Research and analyze industry trends, and build understanding of competitive landscape
- Analyze and understand business/product strengths and areas for improvement with an emphasis on the client selection process
- Build business cases to adapt product offering to new markets or target segments
- Assist business development efforts with transaction structuring and pricing
- Assist in marketing strategy development and sales pipeline management
- Liaise with internal constituents - Sales, Product Solutions, Operations, Technology
- Develop presentations for external clients JPM senior management

- Basic understanding of Agile/Waterfall project management discipline desired
- Comprehensive working knowledge of Microsoft Office and SharePoint (advanced Excel, PowerPoint, Project and Visio skills)
- 3 – 5 years experience working in a Fund Accounting, Middle Office, Investor Relations/Transfer Agency role within the Financial Services industry
- Support IT development of Functional Specification documents
- Support Application Testing, Implementation and Training
- Support Subject Matter Experts in development/validation of estimates