

### CLIENT OVERVIEW

A private investment firm focused on investing in event driven strategies with expertise across the capital structure. The firm's experienced team uses a dynamic, disciplined approach to mitigate risk and optimize returns.

### POSITION SUMMARY

The Operations Analyst assists in full lifecycle portfolio operations including trade support, dividends posting, order management and confirmation, performance metrics and ad-hoc reporting and requests.

### ESSENTIAL DUTIES

- Daily portfolio reconciliation - Assisting in full life cycle operations including trade support, processing of dividends and daily posting from the order management system to the accounting system/administrator/custodian
- Confirming trades - Corresponding with counterparties on a daily basis to ensure trade settlement is seamless and that any trade breaks get corrected in a timely manner
- Corresponding daily with the accounting/operations team, traders and portfolio managers
- Calculating performance metrics
- Aiding in the preparation of ad-hoc requests by clients as well as the portfolio management group
- Communication with execution brokers and prime brokers and assisting Operations Manager with more complex transactions, derivatives and other tasks
- Assist with annual fund financial statement audit process

### QUALIFICATIONS

- Four year Bachelor's Degree, preferably in Finance / Financial Markets
- Dedicated and motivated individual with two-five years of operations experience at a hedge fund or a trading shop
- Ability to multi-task in fast paced environment
- Strong problem solving and issue resolution skills
- Fundamental understanding of financial products and derivatives
- Strong Excel skills
- Quick learner who is willing to think outside of the box
- Hardworking team-approach philosophy