



Dundee Leeds Management Services Ltd, a full service Bermuda fund administrator is looking for a **Vice-President, Sales and Marketing**

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**Responsibilities:**

- Actively seeks new sales prospects, manages sales proposals and business strategy.
- Oversees the on-boarding (implementation) of new clients.
- Corporate Secretarial and Directorship responsibility
- Maintain and support existing client relationships, with oversight and involvement in NAV production including portfolio, accounting and investor relations functions.

**Requirements:**

- Strong public speaking and presentation skills, and ability to construct thoughtful, sharp and organized presentations;
- knowledge of operational, risk and compliance business functions
- Strong understanding of hedge fund business processes and operational roles;

**Qualifications:**

- A recognized professional accounting or finance designation (ACA, ACCA, etc);
- Associate or Bachelors degree;
- Minimum of 10 years experience in the hedge funds industry;
- Basic knowledge of MS Office (i.e. Excel, Word & Outlook), Advent's Geneva and Koger NTAS.

If you are interested in this exciting opportunity, please forward your cover letter and resume to [info@dundeeleeds.bm](mailto:info@dundeeleeds.bm)

*We thank all those who apply but only those under consideration will be contacted. Only Bermudian or spouse of Bermudian need apply*

***CLOSING DATE FOR APPLICATIONS IS  
Friday August 30th 2013***