

Opus Fund Services provides fund accounting and administration services to a portfolio of international hedge fund clients. We are seeking to fill the following positions for our Investor Relations team.

### **Position: Investor Relations Manager**

Key responsibilities:

1. Oversees a team of investor relations analysts (IRA's) in the completion of their daily work
2. Acts as the first point of contact for clients and their investors
3. Controls monthly workflow ensuring a high level of accuracy is achieved at all times
4. Reviews and approves the investor activity and changes to standing data processed by the IRA
5. Liaises with Compliance team to ensure adequate documentation for anti-money laundering procedures

Required Knowledge, skills, and abilities:

- Self-driven, with a positive outlook, and a focus on attention to detail
- Comfortable liaising by phone and email with clients and investors
- Associate degree or equivalent experience
- 3 years' of investor relations or hedge funds experience in a supervisor or manager role
- Must be adept at learning new technology platforms and have experience using MS Office products

### **Position: Summer Intern**

Key areas of focus and development will include:

1. Processing investor standing data, what it is and how it is obtained
2. Processing different types of investor transactional activity and documentation requirements
3. Assisting with basic AML/KYC compliance

Full job descriptions are available on request at [hrbda@opusfunds.com](mailto:hrbda@opusfunds.com)

Only Bermudians, spouses of Bermudians or PRC holders will be considered for these positions. Applications should be emailed to [hrbda@opusfunds.com](mailto:hrbda@opusfunds.com) and must include a detailed resume and a brief summary of why you feel you are a good candidate. For the intern role please provide your current school schedule if applicable.