



# BNY MELLON

## ALTERNATIVE INVESTMENT SERVICES

**Requires a  
Team Manager Sr.  
For its  
Investor Services Department**

BNY Mellon Alternative Investment Services Ltd., a subsidiary of The Bank of New York Mellon, headquartered in New York and with offices globally, provides comprehensive fund administration services for offshore and US open and close-ended investment companies. Our services include accounting, corporate secretarial, registrar and transfer agent, investor services and portfolio support.

The Investor Services Team Manager Sr. has responsibility for all aspects of the running of our investor services department including but not limited to the following: day-to-day operational control, planning and budgeting, client relations, as well as staff management.

The successful applicant will:

- Have a minimum of 4 years' experience as an Investor Services Manager or Investor Relations Representative with mid to senior level management and professional responsibilities within a company that provides administration services to offshore and US domestic hedge funds;
- A thorough knowledge of the different types of offshore and domestic hedge fund investment products as well as their reporting requirements;
- Must have thorough understanding and working knowledge of shareholder and database software programs;
- Must be fully conversant with various hedge fund performance fee calculations including Series, Equalization Credit and other methodologies;
- Must be able to work closely with the Department Manager on Special projects and upper management reporting;
- Have experience with the implementation and monitoring of internal controls;
- Have thorough knowledge of anti-money laundering policies, procedures, and reporting requirements;
- Possess excellent communication skills;
- Must have proven customer service skills;
- Must have the ability to multi-task, manage multiple projects and meet deadlines;
- A university degree preferably in business related field;

Applications should be submitted in writing to:

The Personnel Manager  
BNY Mellon Alternative Investment Services Ltd.  
Suite #464,  
48 Par La Ville Road,  
Hamilton, HM11.

**REF: MGR INV SVCS Apr11**

Or

E-Mail: [bdaresume@bankofny.com](mailto:bdaresume@bankofny.com)

The closing date for the receipt of applications is **April 21, 2011**  
Telephone applications or inquiries **will not** be accepted.