

Opus Fund Services provides fund accounting and fund administration services to a global portfolio of hedge fund clients.

Position: Investor Relations Associate (part time, with flexible hours)

Examples of responsibilities:

- Processing of investor activity
- Reviewing AML/KYC documentation in accordance with internal policy/process
- Communication; internally with operations staff; and externally with clients/investors
- Review of fund documents and completed subscription agreements
- Maintenance of investor profiles (contact info)

Key strengths/qualifications required:

- High school diploma or equivalent office based experience
- Computer literate with working knowledge of MS Office – all other training will be provided
- Good communication skills, and an exceptional attention to detail
- Hard working and self motivated

How to apply for this position:

We are collecting resumes through April 30th and conducting interviews the week of May 6th. Please email your resume, together with a brief summary of why you feel you are a good candidate to careers@opusfunds.com

Bermudians or spouse of Bermudians need only apply