

# **Our client, a Global Investment Company, is seeking to fill the following 2 positions:**

## **Investor Relations Representative**

Duties will include:

- Maintaining correspondence and records for a growing portfolio of investment companies and limited partnerships;
- Reviewing and processing of subscription and redemption trade instructions;
- Preparation and reconciliation of monthly investor statements and other regulatory filings;
- Liaising with shareholders and limited partners;
- Liaising with fund sponsors, investment managers, banks, custodians and registrars;

Applicants must have:

- 2 to 3 years previous experience in the servicing of offshore and domestic hedge fund investment products preferred;
- A working knowledge of the different types of offshore and domestic hedge fund investment products, their reporting and AML requirements;
- The willingness to work overtime and on holidays as required;
- A university degree in a business-related field preferred.

## **Team Manager for its Investor Services Department.**

Duties will include:

- The supervision of a team of Investor Relations Representatives in the performance of their duties including reviewing, signing and approving all relevant documentation;
- Monitor team performance in relation to client expectations pertaining to investor correspondence and trade processing.;
- Performing annual and semi-annual staff performance appraisals;
- Provide Leadership, guidance and training to staff, and ensuring that all staff comply with the Company's policies and procedures;
- Occasionally performing the duties of the Investor Relations Representative as and when required

Applicants must have:

- ABS or BA in a business related field preferred;
- At least 4 years previous experience in Shareholder Services as an Investor Relations Representative, Shareholder Services Administrator, Assistant Manager or Manager (or comparable position) in the servicing of offshore and domestic hedge fund investment products;
- A thorough knowledge of the different types of offshore and domestic hedge fund investment products as well as their reporting requirements;
- Thorough knowledge and understanding of compliance and regulatory issues, including Know Your Customer (KYC) and anti-money laundering (AML) policies;
- The willingness to work overtime and on holidays as required

Interested and qualified applicants please submit a detailed resume along with two employment references to:

Tracy Shott at [tshott@bes.bm](mailto:tshott@bes.bm)

