



BNY MELLON
ALTERNATIVE INVESTMENT SERVICES

**Requires a
Team Manager
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 hedge 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.

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, which will include but not be limited to processing subscription and redemption trade instructions, liaising with investors and preparing periodic shareholder reports and regulatory filings as well as liaising with fund sponsors, investment managers, banks, custodians.

Applicants must have:

- A BS 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;
- Excellent organizational skills and the ability to meet deadlines and thrive under pressure;
- The willingness to work overtime and on holidays as required;
- Excellent communication skills as well as a superior knowledge of the English language;
- A critical eye with attention to detail;
- Must be fully conversant with all Microsoft Office applications;
- Must have understanding and working knowledge of database software programs;
- Proven customer service Skills.

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: Team Mgr Inv Svcs Aug11

Or

E-Mail: bdaresume@bankofny.com

The closing date for the receipt of applications is **Aug 19, 2011.**

Telephone applications or inquiries **will not** be accepted.