



Supervisor - Investor Services

Citi Hedge Fund Services, Ltd. is seeking a Supervisor - Investor Services to join their Hedge Fund Services team. Citi provides accounting, investor services, and corporate secretarial support to hedge funds, funds of funds, derivative-based portfolios, and other alternative investment vehicles. Citi is seeking highly motivated professionals with a background in hedge fund services. The function of this role is to provide superior quality investor services to a portfolio of complex Hedge Fund Clients.

Expected Outputs and Duties:

- Manage the overall running of an investor services team;
- Review all work of your investor services team;
- Develop staff; ability to manage two or more people
- Planning and new fund set-up;
- Reporting and problem resolution;
- Maintain high-quality communication with clients, investors and auditors;
- Enhance operations and industry knowledge;
- Perform Investor Services Analyst functions, if required.

Applicants for the position of Supervisor - Investor Services will possess the following qualifications and skills:

- University degree in business, together with four (4) years relevant industry experience;
- Advanced information technology and systems skills;
- Working knowledge of the Alternative Investment Industry;
- Solid understanding of alternative investment structures (hedge funds, fund of funds and master/feeder funds);
- Sound understanding of different types of capital transactions and related activity;
- Knowledge of different performance fee methodologies utilized by hedge funds;
- Basic understanding of legal and regulatory environment for alternative investment structures.
- Experience in the supervision of staff is required;
- Excellent verbal and written communication skills are required as this is a client facing role;
- Ability to work effectively under tight deadlines as part of the team.

Applicants invited for interview will be asked to complete a short test of their investor services and investment industry knowledge and skills.

Due to the cyclical nature of the role overtime will be required on a regular basis in order to meet client deliverables.

Citi Hedge Fund Services, Ltd. is an equal opportunity employer and is licensed by the Bermuda Monetary Authority under the Investments Funds Act 2006

Closing Date: September 9, 2011

Curricula vitae should be sent to:
Shirlene Bailey
Associate HR Generalist
Citi Hedge Fund Services, Ltd.
P.O. Box Hm951
Hamilton, HM DX, Bermuda
e-mail: shirlene.bailey@citi.com