



Meridian Fund Services (Bermuda) Limited offers a full range of administrative support services, predominantly to the hedge fund industry. We are seeking a self-motivated individual to join a team of professionals who will have responsibility for ensuring that the investors of our hedge fund clients are being serviced on a timely, efficient and courteous basis.

INVESTOR RELATIONS ADMINISTRATOR

The position requires an organized individual able to be responsible for the daily investor activities of a portfolio of Funds, unit trusts and other collective investment schemes. Applicants will be able to exercise impeccable professional decorum with clients and co-workers via all media of communication. They must also be able to action the following tasks, maintaining a high caliber of accuracy and responsiveness with a focus on meeting strict deadlines:

- Manage all monies in respect of trading in the portfolio;
- Maintain communications with all relevant internal and external parties;
- Ensure all trades in their portfolio have been processed and maintain investor registers;
- Follow and maintain procedural standards specific to the portfolio and the regulatory bodies, ensuring all AML and KYC requirements are met;
- Assist in the launch of new business including review of Fund documentation for operational feasibility and the development of operating guidelines;
- Dispatch investor communications (statements, completion notices, mailings, etc.) as well as respond to investor queries.

Although we would prefer candidates to have a business degree from a recognized university, we will consider persons who can demonstrate that they possess relevant knowledge garnered from at least 3 years' working experience at this level. Candidates should possess excellent interpersonal, communication and time management skills as well as be computer literate, especially in the use of Microsoft programs.

As a global company, our culture encourages a willingness to contribute ideas. We would welcome someone who could utilize a variety of computer applications to streamline daily processes and who would be willing to resolve or recommend solutions to complex or unusual issues. The ideal incumbent would also possess a genuine motivation and willingness to learn and assist their co-workers as well as the ability to work overtime when needed (evenings, weekends or public holidays).

Meridian offers a competitive salary and benefits package, a supportive working environment and an opportunity for career advancement, possibly within our global network. This position may be of particular interest to a Bermudian, spouse of Bermudian or PRC holder looking for a rewarding, long-term career in the financial services industry.

Please apply in confidence, enclosing your resume, to Meridian Fund Services (Bermuda) Limited, P.O. Box HM528, Hamilton HM CX Attn AY or apply via e-mail to info@meridian.bm.

Closing date is 23 September 2011.