

# INVESTMENT OPERATIONS ANALYST POSITION

---

## Job Description

Client is an Asset Management company in the Boston area. Looking for a dynamic individual with enthusiastic attitude for innovation, streamlining process, and collaboration. Role would be remote through the end of the year.

## Operations Associate Responsibilities

- Operations Management in an Asset management - *at least 1-2 years experience required*
- Reconciling Accounts in Advent APX using REX - *at least 1 year experience preferred*
- Setting up new accounts as well as making changes to existing accounts
- Responding to operational requests such as transferring assets between sub accounts, changing assets from managed to unmanaged, notifying PMs of cash requests, account style changes etc.
- Administrative tasks including covering main line phone phones and scheduling as needed
- Fill our Investment Management Agreements for prospective clients
- Respond to Audit Requests from clients
- Assist in Trade Settlement
- Process Private equity capital calls and distributions as well as quarterly statements and invoicing

Job Type: Full-time

Pay: \$50,000.00 - \$55,000.00 per year

COVID-19 considerations:

Work from home options during Covid-19 situation

**EMAIL YOUR RESUME TO ASHLEY AT [ASHLEY@SEDNACG.COM](mailto:ASHLEY@SEDNACG.COM) IF INTERESTED**



SEDNA CONSULTING GROUP

[www.sednacg.com](http://www.sednacg.com)

Contact Ashley if you are interested at [ashley@sednacg.com](mailto:ashley@sednacg.com)