



PR/086396 | Operations Assistant

Job Information

Recruiter

JAC Recruitment USA

Job ID

1503824

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:19

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

An asset management subsidiary of the leading insurance company is seeking an Operations Assistant.

RESPONSIBILITIES

- Monitor cash balances of the funds under management; prepare paperwork to move cash as needed to resolve any potential cash shortage.
- Update cash management status reports utilizing information from third parties.
- Extracting necessary cash flow data (distribution and capital call) from fund notices and input into performance calculation software.
- Generate performance reports by uploading cash flow and valuation data into the system, and review the outputs for reasonableness, completeness, and accuracy.

- Manage communication materials with third-party managers, administrators, and investors.
- Performs other duties and responsibilities as assigned by management.

REQUIREMENTS

- Bachelor's degree in Finance/Accounting/Business/other related field or equivalent work experience required.
- At least 2 years of prior experience in corporate middle/back office and/or fund administration.
- Strong command of MS Office software, including advanced Excel skills.
- Excellent oral and written communication skills, with ability to communicate clearly and candidly.
- Fast learner with ability to excel in a highly collaborative global team.
- Detail-oriented, with the ability to follow defined processes accurately and thoroughly as well as suggest methods for process improvement.
- Ability to work independently as well as effectively collaborate within the team.
- Ability to work 9:00am – 5:00pm, with flexibility to work overtime as needed.
- Fluency in English required.

SALARY & Benefits

USD \$70,000 - \$78,000+ (Hourly rate: \$33.66/hr. - \$37.50/hr) + Paid Overtime

Performance Benefits + Generous benefits package

OTHERS

Work location: New York, NY

* This is a hybrid position.

We sincerely apologize, but due to a high volume of applicants, only those who successfully pass the initial screening will be contacted. We truly appreciate your understanding.

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Company Description