



PR/086396 | Operations Assistant

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1503824

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2024年11月19日 10:19

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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.

#LI-JACUS #LI-US #countryUS

会社説明