



Business Associate Position

January 2017

Who we are

We are a growing boutique asset management firm with seven years of operating history and diverse set of high caliber clients from around the world. We value intellectual curiosity, sense of duty to our clients and a long-term time horizon in decision making. Our offices are located on Park Avenue and 50th St.

What we are looking for

We are looking for a team member who helps us bring our business operations to the next level. The individual will optimize and run our continuous processes, build the firm's capability for future growth and help refine our financial strategy. As the firm grows the individual will be able to take on additional managerial responsibilities.

Who you are

You are detail-oriented, organized and dependable. You always pride yourself on having done your research, checked the numbers and prepared a plan. You can deal with complex environments and possess excellent numerical skills. You look for a work environment that offers you autonomy, respects your contributions and allows you to build something great.

What we offer

A business associate position with significant responsibility, great visibility and future growth opportunities. A dynamic and engaging working environment that supports innovative thinking and an inclusive culture. You will report directly to the founder and will be challenged from day one with a diverse set of projects.

Responsibilities

1. Optimize and run continuous business process of firm (client services, compliance and finance)
2. Build capabilities of firm:
 - Choosing and negotiating with service providers (attorneys, prime broker, advisors, ...)
 - Preparing firm for major regulatory milestones supported by outside advisors
 - Evaluating, selecting and integrating new software system
 - Hiring employees and setting up development programs
3. Refine and monitor financial strategy of firms

Qualifications

- Excellent Excel and analytic skills.
- Detail-oriented and dependable.
- Great organizational and planning skills.
- Ability to deal with complex regulations.
- Ability to create financial business plans.
- Knowledge and experience of financial industry preferred.
- MBA or related Master degree strongly preferred.