

Job Description

A fast growing Hong Kong based Asset Management firm is looking for Operations Analyst/ Operations Associate to join their Operations team.

Successful applicants will be responsible for:

- Perform daily reconciliations on trades, cash and positions
- Calculate and prepare funds internal valuation estimates.
- Prepare ad hoc & regular reporting.
- Communicate and solve issues effectively with external counterparties, such as Prime Brokers; Administrators; external vendors etc.

Requirements:

- Degree holder, finance and accounting background is a plus.
- Strong interest in hedge fund industry
- Detail-minded and sensitive to numbers
- Knowledge in FX and fixed income products is a plus
- Good communication skills in both English

Interest parties please send your CV to Steve.or@guardcapitalmgt.com indicating your present and expected salary. All information received will be kept in strict confidential and only for recruitment purposes only.