AXONIC

Operations Associate – Job Description

Position Overview
Axonic Capital is a leading investment management firm active in the management of structured products for more than a decade. We are seeking an operations associate with at least 5 years of middle office experience acquired preferably in a fund, bank, or administrator setting. This candidate should be able to assist in supporting all operational aspects of our hedge fund/PE style investing strategies. This includes trade review, trade capture, reconciliation of cash and positions between internal systems and prime brokers, custodians, and administrators. Please note, this role is not an Investment Team/trading role.

Qualifications and Required Experience
- Bachelor's Degree
- Geneva or Accounting Software Experience
- General knowledge of structured credit asset classes. Example asset types are ABS, RMBS, CMBS, CLO, and CRE Loans.
- Knowledge of Excel
- Strong communication skills to interact with all levels of the team including Senior Management, PM's, traders and research analysts, and counterparties
- Ability to work independently and efficiently on several assignments simultaneously

Responsibilities
- Review loan or bespoke investment documentation to accurately settle and book the investment
- Ensure investment transactions and positions are being recorded in a timely and accurate manner across all systems
- Assist in coordinating with Prime Brokers, Executing Brokers and Administrator to rectify and resolve trade breaks and ensure timely settlement of trades
- Perform reconciliations between firm, prime brokers and internal systems
- Assist in the loan document custody process
- Communicate with admins, servicers, and banking counterparties
- Assist in the loan and securities remit process
- Assist in daily and monthly valuations process

- Performing ad hoc projects assigned by Investment Team and Management
- Assist in maintaining strong internal controls

Compensation: Salary Range: $100,000 to 200,000 plus discretionary bonus