

# Israel Jobs Expertini®

## Associate Specialist, Investor Services, HFS

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Company: Northern Trust

Location: Israel

Category: other-general

### About Northern Trust:

Northern Trust, a global company, is a globally recognized, award-winning financial institution that has been in continuous operation since 1854.

Northern Trust is proud to provide innovative financial services and guidance to the world's most successful individuals, families, and institutions by remaining true to our enduring principles of service, expertise, and integrity. With more than 200 years of financial experience and over 22,000 employees, we serve the world's most sophisticated clients using leading technology and exceptional service.

### Summary

Northern Trust Hedge Fund Services is a global fund administrator, specializing in administering assets of complex hedge funds. The successful candidate will be an ambitious self-starter who has demonstrated the ability to function in a dynamic, fast-paced and demanding environment. The Investor Services function of Hedge Fund Services is responsible for managing the communication with and activities of fund investors on behalf of our clients.

Northern Trust is dedicated to providing the best in class service to its clients. This role is on a team comprised of exceptional performing professionals who aim to provide the best in class service to our clients to maintain our high client satisfaction ratings.

### What You Will Be Responsible For

Ensuring proper completion and the timely and accurate processing of investor related documents (subscriptions, redemptions, transfers, re-registrations, etc.)

Completing all appropriate investor due diligence checks, including AML, KYC, and client verification checks

Maintaining investor related contact information and static data

Issuing trade confirmation, statements, and reports to investors

Responding to investor related inquiries in a prompt and accurate manner

Identifying and managing investor problems/issues and participate in their resolution

Participating in developing requirements for and the testing of new system functionality

Serving as a key subject matter expert

Developing and maintaining best practice documentation

### **What We Value**

Excellent oral and written communication skills

Client relationship focused (internal and external relationships)

Detail-oriented and accurate in a fast-paced environment

Strong analytical, organizational and problem-solving skills (“solutions-oriented” mindset)

Ability to manage multiple tasks simultaneously and with accuracy

Highly flexible and adaptable to change

### **Education & Preferred Qualifications:**

A College or University degree

Experience working within the investment management industry is preferred

Accounting experience/exposure is helpful

### **Working with Us:**

■■■■■■■■■■ partner, greater achievements await. You will be part of a flexible and collaborative work culture in an organization where financial strength and stability is an

asset that emboldens us to explore new ideas.

Movement within the organization is encouraged, senior leaders are accessible, and you can take pride in working for a company committed to assisting the communities we serve!

Join a workplace with a greater purpose.

We'd love to learn more about how your interests and experience could be a fit with one of the world's most admired and sustainable companies! Build your career with us and apply today.

### **Reasonable accommodation**

Working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation for any part of the employment process, please email our HR Service Center at .

We hope you're excited about the role and the opportunity to work with us. We value an inclusive workplace and understand flexibility means different things to different people.

Apply today and talk to us about your flexible working requirements and together we can achieve greater.

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