Title: Investor Relations Representative

Location: Woodland Park, NJ

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: ASAP

Job Description: The Investor Services department is responsible for the accurate processing and maintenance of partnership registers and documentation for the funds we administer. Representatives are responsible for ensuring that prospective investors meet eligibility, compliance and anti-money laundering guidelines during the processing of investor-related transactions, which includes subscriptions, redemptions, the generation and distribution of confirmations and statements, as well as transfers, re-registrations and distributions. Representatives are also responsible for reconciling trade information received with the clients expected transactions and monies received from investors.

Additional responsibilities include write and oral correspondence with the fund and investors regarding AML documentation, transactions, performance and statement reporting. Representatives are also a resource for Client and Investor inquiries regarding their transactions and documentation outside of the trade processing cycle.

Qualifications:

- BS/BA in a business-related field
- 1-3 years’ experience in Financial Services
- Preferable Investor Relations in a complex industry such as alternative investments
- Basic understanding of the overall direction of the AIS business, core services of AIS, and ancillary products and services provided to the AIS client base
- Knowledge of the policies and procedures of the department
- Understand the forms, documentation and other legal requirements
- Understand the information flows through the various AIS systems
- Knowledge of how to use the various systems specific to the job function
- Superior oral and written communication skills
- Ability to communicate information carefully in order to manage client
- Active listening to obtain information and understand client needs
- Writing letters, e-mail, memos that effectively convey a message or state a fact

Application Instructions: Apply online at [https://jobs.bnymellon.com/jobs/1703381/AIS+-+Investor+Relations+Rep](https://jobs.bnymellon.com/jobs/1703381/AIS+-+Investor+Relations+Rep)

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