

JOB TITLE: Operations Data Management Specialist – Investment Services

The Role:

The Operations Data Management Specialist – based in New York City, Charlotte, NC or San Francisco, CA - will play a pivotal role in Investment Services' daily operations in:

- New Portfolios/Accounts setup
- Management and resolution of all data quality issues relating to external and internal data feeds.

Responsibilities:

Responsible for day-to-day operational activities, which will include:

- Monitoring the receipt of financial data feeds from external vendors, as well as from various internal systems
- Providing support to the Corporate Actions, Fixed Income, Equities, Performance, Reconciliations, and Trade Support teams
- Monitoring, tracking and taking responsibility of all data quality exceptions from multiple internal and external sources through to resolution
- Providing operational metrics on data quality exceptions and the resolution of open issues
- Analyzing data issues, discrepancies and errors, proposing new data quality controls in order to identify recurrence
- Creating process procedures and workflow documentation for operational processes as required
- Responding to ad-hoc queries from internal customers and ensuring that a high quality service is provided
- Researching data quality issues, identifying resolutions and updating systems as required
- Driving data quality through continuous process improvement
- Preparing high quality reports/presentations on the analysis produced based on customer expectations within agreed turnaround times
- Driving changes for improvement to workflow activities.

Qualifications and experience:

- Expertise in working with Static data in different securities across asset classes
- Experience working in a financial services data management organization is essential
- Working knowledge of reconciliation systems (or other comprehensive data quality validation applications) is ideal
- Experience with data providers such as Bloomberg, Thomson Reuters, Markit, IDC, SIX, and others would be preferred
- Experience with Eagle PACE/PFS PAM would be an advantage
- Strong analytic and problem solving skills
- Tenacity to resolve issues which may be complex and will require extensive knowledge of the financial markets
- Compelling problem-solving and client-facing consultative track record at asset management firms, with a team-oriented approach
- Flexibility and composure in dealing with challenging and demanding client-facing as well as internal situations with the ability to negotiate viable compromises
- Consistent track record of achieving results in a team environment
- Client engagement experience, particularly in under-the-gun and highly time-sensitive settings
- Excellent written and verbal communication skills
- Must be a self-starter, able to cope with undertaking many different roles initially as the team is built out
- Must be organized, detail-oriented and have the ability to multitask
- Intermediate to advanced MS Excel skills are essential
- Strong PC skills including Word, Access and PowerPoint
- Bachelor Degree in Finance/Business or in related discipline or equivalent work experience.



About IKINDI

IKINDI Inc. is a leader in business process and data integration solutions within the asset management Middle Office space. IKINDI serves Institutional and Retail Investment Management firms, Retirement Plan providers and Banks to streamline their day-to-day business flows as they undergo complex or difficult operational change whether driven by acquisitions, outsourcing decisions, regulatory change or industry challenges.

IKINDI's tailored solutions automate daily workflows and empower firms with rich functionalities that enhance data quality and produce a seamless business process. Solutions are rapidly implemented at low cost and are designed to easily adapt to support the business as it continues to change and grow. As part of our broad solution set, IKINDI offers professional SME Middle Office services, customized software development, and web-enabled subscription services using our cloud based middleware solution – Knowledge Tier™.

To apply please send your resume and cover letter to hr@ikindi.com.