

HedgePole, with over ten years of experience and offices in Switzerland and Poland, is a well-established independent financial services organization with focus on the alternative investment industry. We work with global institutions, investors and banks on the field of hedge funds price collection, static data maintenance and middle office operations.

From our Polish subsidiary, **HedgePole (Polska) Sp. z o. o.** in Poznan, we are providing specialized data processing and maintenance services for the worldwide located Hedge Funds and Fund of Hedge Funds as well as their service providers.

We are currently expanding our team and looking for a

Fund Data Administrator (60%-100% contract)

Who will be responsible for:

- collection and verification of hedge funds valuations;
- hedge funds' data analysis and processing in our proprietary platform;
- ongoing correspondence with funds' managers and administrators;
- support in various strategic projects as well as business development.

Our requirements include:

- bachelor or master degree in economics, finance or banking;
- flair for numbers and strong attention to detail;
- good organizational skills with ability to work with deadlines;
- good written and spoken English;
- working knowledge of Microsoft Office Applications.

We offer a flexible working arrangement in a young and motivated team with an opportunity to learn all about the alternative investment industry from the scratch by participating in professional trainings, project work and initiatives with an international clientele. This position will be accompanied by an attractive compensation package and additional benefits.

If you find our offer attractive and you have the right qualifications please send your **CV with a cover letter in English** to HR@hedgepole.com.

Prosimy o ustosunkowanie się w dokumentach aplikacyjnych do stawianych oczekiwań oraz dołączyć oświadczenie: "Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji (zgodnie z Ustawą z dnia 29.08.97 r. o Ochronie Danych Osobowych Dz. U. Nr 133 poz. 883)"