

**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 funds reference data and operations. We work with global institutions, investors, banks and service providers for 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 back and middle office services for worldwide located Hedge Funds and Fund of Hedge Funds as well as their service providers.

We are currently expanding our hedge funds price and data collection team and looking for a

## Fund Data and Price Administrator

### Who will be responsible for:

- validation and verification of hedge funds valuations
- daily collection and processing of hedge funds prices in the proprietary system;
- regular correspondence with hedge funds' managers and administrators;
- hedge fund data analysis and processing;
- client reporting and responding to ongoing queries;
- support in our ongoing market initiatives and projects.

### Our requirements for this position include:

- student or graduate with a degree in finance or economy;
- flair for numbers and strong attention to detail;
- good organizational skills with ability to work with deadlines;
- willingness to work in international, fast-paced environment;
- 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 participate in project work and initiatives with an international clientele; professional trainings on the alternative investment industry as well as an opportunity to learn on the job all about the challenges in hedge funds environment. This full-time position will be accompanied by an attractive compensation package; a part-time arrangement can also be considered.

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](mailto: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)"