

AMBITIOUS? BRIGHT? RIGHT.

GAM is one of the world's leading independent, pure-play asset managers. We provide differentiated active investment solutions and products for institutions, financial intermediaries and private investors. Our core investment business is complemented by private labelling services, which include fund administration and other support services to third-party institutions. Together we share a common set of values rooted in teamwork, integrity, entrepreneurial flair and professional excellence.

Our employees are our most valuable asset. Being able to offer an attractive work environment where talented minds from various backgrounds are keen to work is key to the long-term success of our company. We firmly believe in the importance of maintaining the open culture of a small company, aiming to avoid bureaucracy and encouraging a flexible, accessible and hands-on working style across the Group. In turn, our people reward us with their loyalty.

Registration Administrator

Function:

Operations

Department:

Transfer Agency – Registration

Purpose

Within the department there is the opportunity to be exposed to the complete GAM fund range, develop a detailed knowledge of their structure and how the different departments within GAM come together.

Main Duties & Responsibilities

We are looking for an experienced candidate to assist with the day to day processing of Investor onboarding and all aspects of the Investor set up process.

- Controlling new account set up's for direct, corporate and intermediary clients
- Working closely with GAM's Legal and Compliance Team to ensure due diligence requirements are met for all new clients
- Liaising with GAM's Sales teams and Portfolio Management teams to ensure new business is processed in an efficient manner
- Working closely with all other departments within TA (AML, Dealing Desk, Cash Management and Client Services).
- Monitoring client requests and ensuring they are being actioned in a timely manner
- Ensuring adherence to FATCA, CRS and EU Savings Directive guidelines

- Assistance with the preparation of Monthly Reports and Statistics
- Exposure to project work

Qualification and Requirements

- Third level Accounting & Finance or Business/Economics qualification
- Previous fund administration experience
- Knowledge of Funds & Fund Industry
- Professional Certificate in Investment Fund Services an advantage

Personal Attributes

- Have excellent communication skills both oral and written
- Good administration and organisational skills
- Be accurate and diligent
- Be adaptable to change
- Be a team player
- Client focused
- Ability to use initiative
- Ability to multi-task

Benefits

GAM offers a comprehensive range of benefits and performance-based compensation, along with a variety of lifestyle and family benefits to promote well-being in and out of the workplace. These benefits vary according to local market conditions. Please contact the local Human Resources team for further details.

Location:

Dublin

Employing Company/ies:

GAM Fund Management Limited

Reporting to:

Registration Supervisor

Contract:

Permanent

Regulated Controlled Function:

No

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