

# JOB DESCRIPTION

7orca Asset Management AG is an independent, quantitative asset manager with assets under management of EUR 10bn. We offer institutional investors solutions to manage FX risks and capture volatility as an alternative source of return. Our innovative corporate culture is characterised by dynamism, proactivity and high motivation. 7orca currently employs 20 people with complementary skills in various disciplines. We practice an open and respectful working atmosphere.

We are continuing to grow and are looking for the next possible date for our team a

## **Junior Operation Manager (m/f/d)** with an exciting mix of tasks

### **In the areas of Middle Office and Office Management**

- As part of the Middle Office, you will be the contact person for custodians and depositaries and will
  - Instruct them on the trading transactions carried out
  - Reconcile turnover and holdings with them
  - Clarify differences and complaints
  - Maintain master data in our trading systems
- In addition, you are responsible for office management tasks and
  - Communicate with external contractual partners
  - Manage personnel files and maintain employee master data
  - Provide support in applicant management
  - Prepare presentations, protocols and evaluations
  - Organise and schedule internal and external meetings and business trips
  - And are responsible for invoice management

### **Your qualification**

- You are an all-rounder and can quickly get to grips with a wide range of different tasks
- Your enthusiasm for operational management issues is reflected in your creative drive and your pragmatic and solution-oriented approach
- You preferably have several years of professional experience in processing/settlement and/or in management assistance
- You have excellent written and spoken German skills
- You are proficient in the use of all MS Office programmes

### **Our offer**

- Flat hierarchies and a dynamic environment allowing you to shape and further develop the company
- To be part of the 7orca team and to work independently
- A competitive, performance-related salary

Have we caught your interest? If you would like to join our team, please send your complete application, including your salary expectations and your earliest possible starting date, to Juergen Hauser, HR Manager, [bewerbungen@7orca.com](mailto:bewerbungen@7orca.com). Further information on 7orca can be found at [www.7orca.com](http://www.7orca.com).