

ACOLIN is Europe's leading provider of cross-border fund distribution services and is enjoying strong growth in demand. With around 85 employees in Zurich, London, Luxembourg, Geneva, Dublin, Madrid, Milan, Belgrade and Konstanz, the ACOLIN Group serves over 500 international asset management companies and offers them access to its distribution network of more than 3000 banks, global fund platforms and other institutional investors.

To strengthen our team, we are looking for a

Operations Officer in the Foreign Funds Representation (m/f/x) (100%)

to join our team in our [Geneva office](#). In this role you will manage all operational aspects of Fund Representation services offered to clients targeting Swiss Qualified investors. As a member of the Fund Selection Committee you will present and explain Fund Representation services to clients targeting Swiss Qualified investors. We will highly appreciate your contributions to due diligence and fund selection efforts related to Distribution Services offered to foreign alternative funds in Switzerland and Europe/UK.

Your tasks:

- Full onboarding of hedge funds and private equity funds for which Acolin Fund Services acts as the Swiss representative
- Due diligence on new funds. Review of fund's legal documents, marketing information, and registrations. Preparation and review of various agreements. Follow-up with different parties: funds, asset managers, third-party Placement Agents and Swiss paying agents
- Responsible for the follow-up of the entire on-boarding process through ACOLIN's proprietary online portal
- Regular liaising with law firms and other service providers within the fund industry
- Check compliance with Swiss regulation
- Administrative follow-up
- Ensure an efficient sharing of information received from internal/external sources

Your profile:

- Minimum 3 years prior experience in Funds back/middle office, Private Equity, Asset Management, Legal and Compliance or similar positions
- Bachelor or equivalent degree required, Finance, Legal, or Economics major preferred
- Fluent in French & English both written and spoken, German is an asset
- Strong Excel, Internet and PowerPoint skills, strong written and oral communication skills
- Strong problem-solving skills and collaborative team player
- Able to build effective relationships internally and with external counterparties, such as Fund Managers, Placement Agents, Management Companies and Law firms

Our offer:

In addition to an international, dynamic environment, a well-rehearsed team and flat hierarchies await you. We attach great importance to the satisfaction of our employees and at the same time work with you to further develop your personal and professional strengths. Our offer is rounded off by attractive employment conditions, modern workplaces and flexible working hours.

Would you like to make an indispensable contribution to the success of the ACOLIN Group?

Then we should definitely get to know each other. Please send your complete electronic application including your possible start date in one single PDF document by e-mail to career@acolin.com. Please note that we will respond only to the records corresponding to the requirements of the position. Your application will be treated with respect and in complete confidentiality.

Your contact: Mrs Sonja Böhm | Group Head HR | ACOLIN Fund Services AG | Leutschenbachstrasse 50 | 8050 Zurich