

SHAREHOLDER SERVICES SPECIALIST – REF 5779

The Shareholder Services Group is responsible for shareholder account servicing and oversight of the transfer agents for the Funds (registered under 1940 Act) and Worldwide Funds (UCITS).

The group also works closely with Client Services and the Private Client Group to maintain relationships with the Firm's clients.

You will be responsible for a variety of assignments in connection with the Shareholder Services Group's account servicing and oversight of the transfer agent for the Worldwide Funds (UCITS).

This position will also support account servicing and oversight in the 1940 Act Funds as needed.

DUTIES:

- Assist with UCITS account opening, large transactions, and ongoing account maintenance
- Serve as the primary contact for UCITS for transfer agent matters
- Act as a transfer agent subject matter expert and assist in the establishment of intermediary agreements, requests for proposal, and fund information data requests
- Monitor daily trading activity and communicate with portfolio management teams and Trading Department
- Coordinate with the London office to research account trades and client domicile inquiries
- Facilitate and assist clients with satisfying anti-money laundering documentation
- Maintain account forms and shareowner statements
- Act as a liaison with Client Services, Fund Accounting, and the Legal Department
- Review and resolve escalated transfer agent matters

QUALIFICATIONS:

- 4 year college degree
- UCITS and mutual fund transfer agent compliance and distribution channel experience preferred
- Demonstrated interest in and basic knowledge of the investment Industry
- Strong analytical and problem-solving skills

SEND RESUME AS AN MS WORD ATTACHMENT TO diane@dmstone.com