



Title: Investment Operations Associate

POSITION SUMMARY:

The Investment Operations Associate works for Meketa's Outsourced Chief Investment Office (OCIO) group and will play an integral role in all aspects of portfolio implementation for the firm's discretionary clients. These activities include daily portfolio monitoring, trade execution, settlement, documentation, and reconciliation of all transactions. The Investment Operations Associate may process transactions for a variety of vehicle types including separate accounts, commingled funds, mutual funds, and limited partnerships.

RESPONSIBILITIES:

- Coordinate transaction activity based on investment decisions made by the Investment Committee
- Reconcile portfolio positions daily
- Understand and maintain all transaction terms for investment managers and custodians, including notification periods, liquidity restrictions, share class information, and settlement timing
- Communicate with client teams, investment managers, custodians, and fund administrators throughout the transaction process
- Maintain documentation for each client including approvals, subscription/redemption documents, directives, confirmations, and other transaction related activity
- Monitor portfolios for cash flows and policy compliance on a daily basis
- Work with internal departments to ensure proper communication regarding portfolio implementation

POSITION REQUIREMENTS:

- Minimum of 2 years of experience in the investment industry
- Operational experience at an asset manager, custodian bank, or other financial services organization
- Excellent attention to detail and organized work habits.
- Ability to work efficiently and accurately under time pressure.
- Strong organization and analytical skills

MEASURES OF SUCCESS:

- Accuracy and timeliness of client-related work and distribution of documents.
- Contribution to improvements in the efficiency of the company's data oriented processes and procedures.
- Level of proficiency with internal proprietary software, as well as external data providers such as Intralinks.
- Level of effectiveness in interacting with external data suppliers (custody banks, investment managers).
- Maintenance of good working relationships with other employees.