



**POSITION SUMMARY:**

The Private Markets Operations Assistant works directly with the Transfer Coordinator and other Operations professionals to successfully track all investment activity and documentation for invested partnerships of Meketa Investment Group. The Assistant will log and aid in the completion of cash flow transfers from initial documentation through email confirmation with custodian banks. Transfer activity includes: data collection and monitoring, cash flow issue resolution, creation of letters of direction, and reporting on internal cash flow statistics

The Operations Assistant will manage the timely processing and posting of all partnership level financial documents. The Assistant will also assist in new client on-boarding and updating internal documents to accurately reflect partnership information for each Client such as commitment amount, commitment date, and wire instructions, as well as reporting quarterly on the statistics for cash flow transfers.

**REQUIREMENTS:**

- Bachelor's Degree with evidence of strong academic achievement.
- 2+ years of professional experience.
- Strong understanding of Operations and process driven tasks
- Ability to gather, organize, and analyze data from disparate sources.
- Superb computer skills, including facility with Microsoft Office Suite.
- Skill at analyzing, evaluating, and reviewing quantitative information
- Excellent attention to detail and organized work habits.
- Ability to work efficiently and accurately under time pressure.
- Ability to work well with internal employees and external contacts.
- Ability to work independently and to proactively seek new responsibilities.

**RESPONSIBILITIES:**

- Continuously monitor and post financial information to the broader team.
- Archive and apply necessary internal attributes to quarterly financial documents.
- Monitor 300+ partnerships and follow-up with General Partners to receive missing or more detailed information.
- Provide information surrounding cash flows on an ad-hoc basis.

**MEASURES OF SUCCESS:**

- Mastery of general investment topics, and funding and reporting schedules of each industry.
- Accuracy and timeliness of client-related work and distribution of documents.
- Levels of satisfaction of Operations Team with respect to Operations Assistant's level of ownership and ability to control the transfer process.
- 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.