

<b>Role / Title</b>	Associate / Senior Associate
<b>Department</b>	Fund Services – Middle Office Operations
<b>Reporting To</b>	VP / Sr. VP
<b>Location</b>	Mumbai / Bangalore / Chennai
<b>Education Background</b>	Any Post Graduate
<b>Experience Range</b>	3-7 Years

<b>About Viteos Capital:</b>	<p>VITEOS is the one, bespoke fund administration solution for hedge funds and middle/back office support service provider for family offices since 15 yrs. Offering a full suite of services encompassing; fund administration, middle and back office outsourcing, operational support, software implementation and related services to hedges funds and family offices. VITEOS' strength is in its progressive, consultative approach to fund administration, creating customized solutions around fund administration and middle/back office outsourcing. Viteos is spread across 5 countries with 7 offices, close to 600 headcount.</p> <p>VITEOS is the one service provider applying best thinking to best practices, with a singular platform designed to deliver daily post trade processing and real time reporting to fund managers and family offices. Involved in Post Trade accounting and operations for Hedge Funds servicing over 200\$ billion under asset. Handling wide range of simple and complex OTC asset classes. VITEOS is changing the way fund managers and family offices rely on their service providers for operational support and reporting.</p> <p>For more details please visit - <a href="http://www.viteos.com">www.viteos.com</a></p>
<b>Job Description:</b>	<ul style="list-style-type: none"> <li>• Knowledge of Loan Syndication or Loan</li> <li>• Reviewing and processing of Settlement Doc of Loan</li> <li>• Checking, processing Life cycle events such as Drawdown, Rollovers, RateSet, Paydown, and others</li> <li>• Have a knowledge of Global loan system like WSO/MARKIT/CLEARPAR</li> <li>• Handling client queries on Life cycle event and trades.</li> </ul>
<b>Essential Qualifications:</b>	<ul style="list-style-type: none"> <li>• Good accounting knowledge</li> <li>• Reasonable understanding of Capital Markets and Financial Products</li> <li>• Good communication skills.</li> <li>• Candidates from Hedge Fund Industry preferable</li> </ul>