



JOB DESCRIPTION AND FUNCTIONS OF ASSOCIATE – INVESTOR RELATIONS

As an **Associate**, you will be responsible for such duties and responsibilities that are normally associated with your position, which include, but are not limited to the activities enumerated below:

- Reviews Subscription Documents for a variety of investment vehicles, including hedge funds, private equity funds, and others;
- Reviews KYC/AML Supporting Documents for accuracy and completeness;
- Corresponds with clients and investors for Missing Subscription Information;
- Communicates with various teams, including fund administration and tax on variety of investor related topics;
- Maintains and reviews OFAC search database;
- Prepares and distributes investor capital statements, Capital Call letters, Contribution, Distribution and Redemption confirmation letters;
- Performs redemption confirm calls with investors;
- Maintains databases for various processes

In addition to the above functions, you may also be expected, from time to time, to assist in other non-operations work, as the need arises, and as determined by the Managing Directors of HC Global Fund Services, LLC.

Job Specifications:

- Bachelor's degree in Finance or related field.
- More than a year experience in investor relations or related field.
- Has knowledge of an alternative investment industry particularly in investor relations.



- Knowledge of AML/KYC compliance for United States and/or Cayman Islands preferred but not required.
- Strong written and verbal communication skills.