Portfolio Administration Specialist

Position Description
The Portfolio Administration Specialist is a key position within UNC Management Company (UNCMC). This position will be responsible for the data management related to the UNC Investment Fund. This will include, but may not be limited to, data collection, aggregation, storage, distribution as well as research and analysis. The position will work closely with accounting, operations, legal, performance and portfolio management teams on a daily basis to ensure accurate and timely information is collected and stored in the appropriate database system(s). Responsibilities will also involve monitoring of corporate email, maintaining the CRM document management system and managing the distribution of information, when necessary. This individual will also be involved in adhoc projects designed to streamline processes and / or enhance efficiencies related to data management. The ideal candidate will have a basic understanding of the investment management industry as well as a demonstrated ability to work independently.

Duties and Responsibilities
- Collecting and maintaining data related to the UNC Investment Fund (i.e., capital call and distribution notices, capital account statements, audit financials, and various other related information).
- Ensuring the integrity and accuracy of data management within the CRM system (Backstop).
- Daily monitoring and indexing of corporate email contents.
- Process and validate investment level performance estimates and valuations by coordinating with third-party relationships to ensure accurate and timely information is captured.
- Assist with compiling periodic performance results for internal analysis.
- Analyze and process investment transaction details including unfunded commitment impact.
- Involved with continuous CRM projects to upgrade and enhance current system set-up.
- Assist Operations team with other projects and help with legal filings, where necessary.

Qualifications
- Bachelor’s degree in Business Administration or Information Technology, or equivalent professional experience preferred
- Working knowledge of databases and strong computer skills
- Highly motivated individual who works well under pressure
- Very strong organizational skills, attention to detail and deadline oriented
- Excellent oral and written communication skills
- Strong problem solving and troubleshooting skills with the ability to exercise sound professional judgment

Contact
Please email your cover letter and resume to employment@uncmc.unc.edu. Write “Portfolio Administration Specialist” in the subject line of your email.