

# Portfolio Administrator (Yerevan)

We are looking for an experienced **Administrator in a banking or accounting environment**, the role will offer you the opportunity to combine your Administration, strong English skills and Leadership qualities with your passion for providing excellent customer service.

We offer a fantastic working environment in our Yerevan office and a unique opportunity for a new team member to broaden their knowledge, improve their skills and further their career. Including flexible work arrangements, medical insurance, sport activities compensation and professional development opportunities and hackathon days.

You will gain global market experience, working with great peers, as we disrupt the funds and investments management industry by pioneering platform innovation and support advisers with our in-depth knowledge and capabilities to help running their business.

## Key accountabilities:

- Client portfolio updates and maintenance, ensuring data and client records are up to date and accurate
- Daily and monthly reconciliations including bank reconciliations
- Account set up and reconstruction of portfolios including capital gains tax information
- Administering International transactions, fixed interest, stock transfers, withdrawals, redemptions, asset sales and purchases, and fund transfer requests
- Working to Service Level Agreements
- Ad-hoc duties as required

## Experience, qualifications and attributes sought after:

- Excellent written and verbal English skills
- Management experience of a small team
- Banking or Accounting experience
- A degree/diploma in a finance or administration

- At least 3 years' experience in administration in banking or accounting administration environment
- Advanced Excel skills, performing complex pivot tables and v-look ups with large volumes of data
- An understanding of Corporation actions would be ideal
- Excellent organizational and time management skills, with the ability to work under pressure towards deadlines
- A meticulous attention to detail
- A desire to learn new skills and develop themselves
- Comfortable working in an Agile environment, adopting a consultative and cooperative approach to your work

## About Praemium

Established in Australia in 2001, **Praemium** has grown to be a market-leading provider of investment platforms, investment management, portfolio administration and CRM solutions with offices in Australia, the UK, Jersey, Dubai, Armenia, Shenzhen and Hong Kong. The world's leading financial advisers, investment managers, institutions, accountants and product providers use Praemium to manage or administer over \$115 billion worth of investment globally across more than 475,000 accounts.

## What we offer

Our high-performing teams are committed to provide the best experiences for Praemium's clients. Our culture is inclusive and collaborative, our leadership authentic and enabling all to take ownership of their career and be an integral part of our success.

We tick all the boxes for team members looking to upgrade their career in a rewarding and challenging environment. Our employment value proposition is a combination of:

- Our organisation and our global scale
- Our platform, our products, our clients and our leadership
- The framework and initiatives we've put in place to support your personal growth and continuous learning opportunities
- The work we do, and we love doing!
- Our relationship with our peers, the trust and respect we have for each other
- Our diversity, inclusiveness and the opportunity to bring your whole self to work

### **Praemium**

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9 Alek Manukyan St, Yerevan 0070, Armenia

## How to apply:

Please apply by emailing your CV and cover letter in English to [am.vacancies@praemium.com](mailto:am.vacancies@praemium.com).

Note that Praemium is an equal opportunities employer. We can only accept applications from candidates with the right to work in Armenia. All successful candidates will be required to undertake a police check post appointment.

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