

OASIS

Oasis Management (Hong Kong) LLC

Role:

Legal & Operations Assistant

Description:

Oasis is a global multi-strategy hedge fund manager founded in 2002 with its headquarters in Hong Kong. We invest globally, with a focus on Asia, including Japan. This is an exciting opportunity to work in a growing and progressive company that is expanding their legal and operations departments in order to support the investment activities of the firm.

The role reports directly to the General Counsel & Chief Operating Officer (who is responsible for all non-investment aspects of the business, including Compliance, Operations, and Investor Relations).

Primary Duties

Legal Department

- Formation and record keeping of all management company and fund entities.
- Organization and preparation for all Fund Board meetings.
- Organization, preparation, and recordkeeping of all internal manager committees (Best Execution, Compliance, Risk Conflicts, etc.).
- Assisting with deal transaction documentation, NDAs, contracts, fund offering documents, trading account agreements, etc.
- Assist in drafting, filing, editing, and proofing of regular and ad hoc reports filed with regulators
- Manage KYC & AML process for the firm – both for incoming requests from counterparties, and managing program to perform Due Diligence and KYC on its own counterparties and vendors.
- Manage and maintain internal audit program for the investment manager (non accounting audit).

Additional Duties

- Assist the Compliance team with certain documentation and process tasks including:
 - Personal Account Dealing
 - Training preparation and delivery
 - Monitoring and Surveillance
 - Regulatory enquiries
 - Updating Policies and Procedures
- Assist the Operations with certain documentation and process tasks including:

- Checking long form and trade confirmations
 - Completing placement letter and IPO forms
 - Maintenance of permission and cash control tracking sheet
 - Maintenance of the authorized accounts and counterparty list
 - Setting up new SSIs for payment instructions
- Assist the Investor Relations team with certain documentation and process tasks including:
 - Maintenance of CRM
 - Backup duties for investor reporting distribution when IR Head is traveling

The Ideal Candidate

- Relevant academic credentials
- Minimum of 2 years relevant legal experience in financial services or asset management and/or law firm
- Understanding of capital markets, asset management, legal and regulatory framework, etc.

Personal Qualities:

- Strong analytical, organizational, and communication skills
- Ability to properly prioritize and multi-task
- Attention to detail
- Ability to work under pressure
- Ability to work independently and proactively in a fast-paced environment
- Desire to learn and take on new responsibilities
- Team player
- Attitude where no job is too big... or too small

Computer Skills:

- Proficient in MS Word, Excel, and PowerPoint

Language Skills:

- Proficient near-native English spoken and written language skills
- Japanese spoken and written language skills strongly preferred
- Cantonese spoken and written language skills a plus
- Mandarin spoken and written language skills a plus

Qualified candidates should send their CV and reference list to Recruiting@oasiscm.com.

For more information about Oasis, please visit <https://oasiscm.com>
