

# OASIS

April 2019

## **Oasis Management (Hong Kong)**

**Role: Operations Manager**

**Job Description:**

Oasis is a global multi-strategy hedge fund manager with headquarters in Hong Kong. We are looking to hire an **Operations Manager** as a member of our operations team. The role is set out below. The associate would sit in the head office in Hong Kong, on the desk, and would be expected to make significant contributions to the team.

**Daily Operations Tasks:**

- Trade Management – Work with traders and counterparties to ensure proper trade bookings, allocations, amendments, matching, and settlements for all asset classes
- Trade Reconciliation – Confirm details match between Oasis bookings, fund administrator’s system, and counterparty confirms/statements
- Cash Management – Processing margin calls, derivative settlements, etc.
- Margin – Compile broker margin statements into daily report, review and analyze trends, work with Director of Operations to ensure efficient allocation of positions
- Corporate Actions – Process rights exercises, dividend elections, DR / CB conversions, etc.
- Exercising options and trade expiries – ASCOTs, OTC Options, NDFs, etc.
- Break Management - Clear trade / positions / cash breaks in conjunction with fund administrator
- OTC Trade Confirms – Review and execute paper confirms and electronic confirmations
- Assist Fund Accounting team & CRO with resolving PnL and/or risk-related issues
- Compliance Monitoring – Assist with secondary review of short positions, long positions, etc.
- Regulatory Filing Information – Assist Management with regulatory filings
- Assist in preparation, interpretation, and actioning of Management Information Statistics (MIS) metrics
- Participate in driving business projects
- Provide mentoring and guidance to junior members of the team

**Qualification Requirements:**

- Fluent in English
- University graduate
- 3-7+ years relevant experience
- An independent thinker who is highly intelligent and motivated
- Comfortable working under tight deadlines in face-paced environment
- Desire to grow and develop knowledge and skills, and to advance within the firm
- Knowledge of asset classes, financial markets, and relevant current events
- Familiar with elements of trade life cycle and resolution of cash equity trade settlement issues
- Prior experience with trade booking or Order Management System (OMS)\*
- Knowledge of Corporate Actions mechanics, Convertible Bonds, OTC Products
- Systems: Outlook, Excel, Word, Bloomberg\*, Paladyne / Broadridge\*, Prime Broker websites\*

*\* preferred but not required*

Qualified candidates should send their CV and reference list to [Recruiting@oasiscm.com](mailto:Recruiting@oasiscm.com).

For more information about our company please visit <https://oasiscm.com>.