





## Chief Operating Officer

- Experience level : Senior
- Activity : SYZ Capital
- Office : Zurich

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SYZ Capital is looking to expand its team with a Chief Operating Officer with some risk management and Finance expertise to specifically assist the firm's daily operations, support management and the investment team with operational knowhow and managing the operations team.

The COO will play a key role in overseeing fund operations and third-party administrators as well coordinating teams and projects. The individual will oversee the outsourcing of corporate risk management and compliance. Member of

the firm's Executive Committee and reporting directly to the CEO, supporting him with the company's operational needs and monitoring services such as finances, HR and IT. The COO will assist and lead the firm with all operational projects in all aspects, front to back office. Highly cross-functional role, this position requires a well-rounded individual with a hands on entrepreneurial mind.

Your missions

Oversee corporate and fund operations:

- Oversee risk management matters, both corporate and at funds level, liaising with outsourced risk manager
- Oversee fund operations liaison with administrators and back office, coordinating and checking fund finances
- Manage and control corporate accounting/finance activities and support CEO with budget and board of directors reporting
- Administrative support to investment teams, business development and investor relations
- Relationships with third party service providers

Project Management:

- Lead key corporate projects (compliance, fund administrator selection, insourcing vs outsourcing of key delegated tasks)
- Lead new fund structuring and setup operations
- Monitor ongoing fund operations (liaison with administrators, check & balances)
- Lead, maintain and improve tools and processes, such as front, middle and back office software inventory
- Assist investment and business development teams with administrative projects (capital calls, capital account statements, credit lines, comprehensive bi-annual operational and valuation reports)

Leadership:

- Lead and manage operations team and coordinate priorities
- Lead by example and handle certain tasks directly
- Support, mentor direct reports and encourage feedback culture

Your profile

- Bachelor Degree, MBA and/or CPA preferred
- Alternative Assets or Private Market experience needed
- Legal and/or risk management background preferred
- A minimum 5 years of experience in financial services administration, preferably fund operations manager or risk and compliance
- Proven experience in managing service providers, preferably Luxembourg and managing a budget
- Strong experience in generating high quality reports and presentations
- Highly organized and proficient project management skills
- Excellent written and oral communication skills
- Fluent in English with ideally proficiency in one or two other languages (preferably German)
- High integrity, independent and individually motivated, Team player

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