



# Operations Manager - Private Markets

Experience level : **Intermediate**

Entity : **SYZ Capital**

Office : **Pfäffikon**

As part of its strategic ambitions, SYZ Capital is strengthening its Operations Team, under the supervision of the Chief Operating Officer. We are looking for a person with experience in fund administration who is eager to learn about both Liquid and Illiquid Alternative Investments and to contribute to the team's success and development.

## JOB SUMMARY

Working closely with the other Operations Managers and Private Markets Investment Team, the Operation Manager will support Direct Majority Investment, Diversified Portfolio, and Legal Assets Funds and manage the operational and administrative tasks on current investments and funds. The Operations Manager will provide administrative, organizational, and reporting/communication support to the Investment teams and directly report to the COO.

## Key responsibilities

- **Order Execution & Cash Management:**
  - Oversee fund operations liaison with Middle and Back office.
- **NAV Control:**
  - Support daily operations (incoming data handling, fund valuation check).
  - Review Fund accounting/finance and support Private Markets team with reporting duties.
- **Administration:**
  - Help with product launches: structuration, closing, equalization.
  - Review quarterly portfolio reporting pack (valuations, cash flows, and CAS prepared by administrators).
  - Provide administrative support to the local investment team, RFPs, DDQs, Investor Questions.
  - Maintain active relationships with third-party service providers such as administrators and banking relationships.
- **Regulatory:**
  - Manage annual audit on funds.
  - Support Business Development team with investor fund onboarding (KYC, AML) and liaison with administrators.

## Your profile

### Professional Experience required | Mandatory:

- A minimum of 5 years' experience in a similar role, with a strong interest or curiosity in alternative investments, including private markets
- Demonstrated expertise in managing service providers and overseeing fund portfolio operations.
- Previous experience within a Private Equity firm or a Luxembourg-based fund administrator.

### Key Competencies and Personal Attributes:

- Can-do attitude | Autonomous, proactive, and self-driven, with problem-solving capabilities and ability to manage multiple tasks simultaneously.
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- Strong project management capabilities and analytical mindset, with a proven ability to identify and solve complex issues in fast-paced environments.
- Excellent verbal and written communication skills in English.
- Demonstrated experience in producing high-quality reports and presentations.
- High level of integrity, independent and self-motivated, while also being a collaborative team player.
- Strong interpersonal skills with a partnership-oriented approach; structured and methodical in work execution, with the ability to effectively prioritize and meet deadlines.

**Language Competencies:**

- Excellent command of both written and spoken English.

**IT Skills:**

- Comfortable working with IT systems and data management tools; advanced proficiency in Microsoft Excel.

**Education:**

- Master's degree required

