



Digital Bridge Job Description

Job Title:	Investment Administration Specialist	Date:	10/25/2018
Department:	Finance	Location:	Boca Raton
Reports To:	Vice President, Finance	FLSA Status:	Exempt

Summary:

The Investment Administration Specialist will be responsible for managing the Company's investor relations as it pertains to capital calls, investor agreement file organization, and the investor onboarding process. The position will also be responsible for updating and maintaining the Company's Customer Relationship Management System (CRM) for its investor information. The Specialist will communicate and interface with investors on a routine basis. Great dynamic and fast-growing investment management company.

JOB FUNCTIONS

Investment Administration:

1. Manage, organize and maintain investor data in well-organized investment management software platform (Investran).
2. Oversight and Administration of new investment management software platform. (Investran Data Exchange and CRM)
3. Scan and index newly received investor documents into document filing system.
4. Administer New-Investor Onboarding Process, assisting investors with completion of required legal documentation (subscription agreement, limited liability operating agreement, investor questionnaire, anti-corruption certification, W-9, etc.).
5. Administration of the investor qualification process and OFAC compliance.
6. Maintain investor capital tables and share transfers.
7. Prepare and disseminate investor capital call notices, capital account statements, tax statements, audit confirmations, and miscellaneous ad-hoc report.
8. Maintain and track investor requests.
9. Identify, recommend and initiate process improvements and enhancements.
10. Assist investors with routine questions and answers.
11. Collaborate closely with other accounting team members and other company departments.
12. Collaborate on ad-hoc or recurring project teams to prepare various analyses for enhancement of the business
13. Other projects and duties as assigned.

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job related tasks.

Supervisory Responsibilities:

None



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Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel. Candidate must have the flexibility to work additional hours, including weekends.

Qualifications and Experience:

1. Bachelor's degree and Legal Assistance/Paralegal experience preferred.
2. At least four years of relevant investment related and/or Paralegal experience.
3. Experience with Investran is highly preferred.
4. Mastery of the MS Office Professional suite, particularly Word and Excel, required.
5. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively and to work with internal and external customers.
6. Prefer real estate experience, investment management or other high-volume recurring revenue contractual business.
7. Ability to work in fast-paced, high-growth changing environment
8. Team-oriented, and self-motivated, inquisitive and ability to work independently
9. Analytical and critical thinking skills

Digital Bridge is committed to a policy of equal employment and will not discriminate against an applicant or employee. Digital Bridge is an Equal Employment Opportunity Employer M/F/D/V.

Digital Bridge is dedicated to long-term value creation through active management of portfolio companies and strong alignment with our investor partners. Digital Bridge owns interests in a broad range of mobile and cloud infrastructure businesses.