

We are looking for an experienced and motivated Operations Officer (m/f) on a full-time basis. The successful candidate will support the operations of our private infrastructure equity platform and work closely with internal and external stakeholders.

We offer an exciting and broad role in a complementary and growing team of highly qualified and committed individuals who have been able to establish IST3 INFRASTRUKTUR GLOBAL as a successful market participant within a few years. The fund invests worldwide into infrastructure assets in all sub-sectors (incl. telecom, energy transmission, energy generation, social infra, water systems and transportation), with a focus on regulated or contracted cash flows. IST manages approximately CHF 10bn in AuM for around 460 Swiss pension funds through a variety of traditional and alternative investment products. IST3 INFRASTRUKTUR GLOBAL is IST's flagship infrastructure offering.

Infrastructure Operations Officer (m/f)

Responsibilities:

- Contributing to the development and implementation of operating policies, memoranda, and systems to enhance the efficiency and documentation of all platform-related activities
- Supporting the operations office in the management of all legal entities of the portfolio, including cash repatriation, drafting/ collection of resolutions, restructurings, changing of corporate/ financing documentation, board matters, tax, statutory and regulatory compliance
- Performing administrative tasks, such as maintaining records, investor information, and drafting minutes of various committee meetings
- Execution of fund-level lifecycle activities, including, but not limited to, cash management, capital calls and distributions, and FX forwards, in coordination with relevant stakeholders
- Working with external service providers, such as fund administrators and auditors, to ensure timely and accurate delivery of services and compliance with operating/ accounting policies
- Supporting and performing investment and fund level KYC/ AML/ tax/ operational due diligence procedures
- Supporting the KPI/ cost monitoring of service providers, including cost optimization initiatives and budgeting

Qualifications and Skills:

- 2+ years of relevant experience in fund operations, preferably in infrastructure or private equity
- Solid understanding of corporate and asset management-related processes and statutory/ regulatory requirements

- Knowledge of financial and accounting principles and legal acumen is a plus
- Excellent command of German and English languages, both written and spoken
- Excellent organizational and communication skills
- Experienced in the use and application of MS Office, particularly Excel, Word, and PowerPoint
- Experienced professionals seeking to re-enter the job market are welcome to apply

If you are interested in this exciting and demanding role in an entrepreneurial and dynamic work environment, please submit your resumé (incl. references, motivation letter, diploma, and a picture) electronically to Martin Ragettli (martin.ragettli@istfunds.ch). We are looking forward to receiving your application.

Please note that we will only reply to applications which fulfill the aforementioned qualifications and criteria.



IST Investmentstiftung

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