



GrowthInvest, 4th Floor, 25 Copthall Avenue, London, EC2R 7BP
t: 0207 071 3945 e: enquiries@growthinvest.com

GrowthInvest is seeking a bright, ambitious graduate to join our operations team as part of the continued growth of the company.

Job Title: Operations Analyst
Salary: Competitive
Location: City of London
Reporting to: Head of Operations
Start Date: Immediate

GrowthInvest is a high-growth business with a mission to make alternative investments more accessible for wealth managers, financial advisers and high net worth individuals. Through our platform and technology, we empower our clients to access alternative asset solutions without barriers, by providing choice, transparency, oversight and education alongside continuous innovation and excellent customer service.

For the right person, this role has fantastic potential for growth, with the chance to take on responsibility from the outset, build relationships with clients and partners, and sharpen your commercial knowledge and operations skillset. We're looking for somebody who can be an ambassador for GrowthInvest, with the energy and ambition to make a big impact in our fast-growing team.

Key Responsibilities

- Operations team member supporting the Operations, Client Services teams and senior management teams
- Liaising with internal and external clients, suppliers, third party providers and fund managers
- Assist with daily platform investment flows and administration of client assets
- Use the GrowthInvest platform and integrated technologies to support clients and client-facing staff
- Performing daily reporting tasks and KPI tracking
- Investigating any breaks or exceptions in daily reports
- Liaising with clients on specific investment transactions as required
- Trouble shooting or escalating any client issues or problems
- Assist with internal and external research and analysis projects
- Gather information on, understand and document key business processes
- Responding to inbound client queries and assisting with technical support



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Experience and Qualifications

We are looking for candidates with an (achieved or predicted) 2.1 degree or above in a relevant discipline. You don't need specific experience in operations, but our ideal candidate will possess all of the following skills and attributes:

- Confidence to take initiative and work independently
- Great communication and presentation skills
- Highly proficiency in Microsoft Excel
- A problem-solving individual who welcomes a challenge
- Analytical and quantitative skillset, with strong attention to detail
- The capacity to learn and adapt in a fast-paced working environment
- Excellent IT and organisational skills, with the ability to master new systems and software
- Ability to work in a fast-paced environment, with competing priorities
- Work well in a team

To apply, please send your CV and a covering email to careers@growthinvest.com. We look forward to receiving your application!