

**Raiffeisen Invest**, requires employing qualified candidates in the following position:

**Fund Portfolio Manager (Officer grade 10) – Fund Management Department (Front Office)**

**Overall job definition:**

Fund portfolio manager is responsible for the proper and effective implementation of Investment policy for the Investment funds and Voluntary Pension Fund managed by Raiffeisen Invest sh.a. Fund portfolio manager evaluates constantly the best investment opportunities for fund's investment portfolio and is part of the fund management team for updating fund documentations, producing fund reports, designing and launching new products and new funds.

**Main tasks and responsibilities:**

- Develops the investment strategy for each fund in line with fund investment policy and risk profile by ensuring highest return for fund investors.
- Conduct all aspects involved with portfolio management, including trades execution in debt securities and deposits, in line with the best execution policy, maintaining investment action plans / indicators and documenting fund activities.
- Analyzes the financial markets developments and constantly evaluates the investment opportunities and trade ideas on the bases of economic and financial risks.
- Monitors daily cash flows and manages the liquidity risk to fulfill at any time all liquidity requirements for each fund under management.
- Participates in the development and designing of new products / funds.
- Assists sales force in understanding the investment strategy for each fund with training sessions and fund materials.
- Monitors investment performance and deliver monthly reports regarding funds activity.
- Is involved in the process of updating all the documentation for investment funds and pension fund.
- Is committed to transparency towards the investors regarding the chosen investment strategy and fund performance.
- Adheres to legal framework related to investments limits and to all company policies, procedures, and business ethics codes.
- Provides regular reports and timely feedback to Head of fund management / RIAL Management regarding portfolio composition, performance, investment strategy, liquidity situation and other investment factors which affect the progress of the fund.
- Cooperates with various departments such as Risk, Back Office, Legal and Compliance within company.

**Qualifications / Skills:**

- University degree in Finance / Business Administration or related fields.
- Previous working experience in financial sector, investments or related fields is an advantage.
- Knowledge in portfolio management, Fixed Income products such as bonds. Qualifications in investments fields are preferable.
- Very good analytical skills; capable of evaluating financial information
- Good judgement and decision-making skills
- Excellent communication & strong negotiation skills
- Highly driven and motivated
- Very good team player
- Very good command of English language and very good knowledge of MS Office
- Knowledge in trading platforms (Reuters, Bloomberg) is an advantage.

*The interested candidates must present to the Human Resources Division, within December 08, 2020 the following documents:*

- Cover Letter
- Detailed CV

***Only the candidates selected for the interview shall be informed.***

*The documents must be sent to the following addresses:*

**E-mail: [recruitment.hr@raiffeisen.al](mailto:recruitment.hr@raiffeisen.al); [invest@raiffeisen.al](mailto:invest@raiffeisen.al)**