

Back Office manager

Looking for a challenging role in the dynamic world of finance? Join our team!

Responsibilities:

- Manage and administer investment portfolios, including securities and mutual funds.
- Calculate and analyze key performance indicators for portfolios.
- Ensure accurate and timely reporting to clients and regulators.
- Collaborate closely with investment consultants and other departments.
- Continuously improve internal processes and procedures.

Requirements:

- Bachelor's degree in finance or economics.
- Experience in investments or financial services.
- Excellent communication skills and teamwork.
- Proficiency in Russian and English.
- Resilience and analytical mindset.

We offer:

- Competitive salary and bonuses.
- Opportunities for professional development and career growth.
- A friendly and supportive team.
- Modern office and flexible working hours.

**Want to join our team? Send your resume to
hr@fonte.kz**