



Meradia Group, Inc. is a premier provider of advisory and implementation services to the mid- and large-market of the investment services industry. Meradia Group seeks to attract and retain a team of ambitious, competitive and talented consultants committed to providing a differentiating level of service to Meradia and our clients. For more information about Meradia Group please visit www.meradia.com.

Meradia Group presently seeks to add a **Senior Project Manager** to service both existing and new client relationships.

Requirements

- Provide Meradia's clients with functional guidance through the successful selection and implementation of new reporting, data warehouse and performance measurement systems.
- Design, document and implement the workflow and operational structures necessary to centralization of redundant functional groups.
- Develop and maintain all internal and client communication including project plans, status memos, procedural and operational documentation.
- Coordinate internal, external and client resources to plan, document and manage analysis, implementation, and integration.

Skills and Abilities

- Experience managing systems implementation and development projects that impact multiple departments or entities within an organization.
- Ability to assess and document business needs including systems, work flows, staffing, and the economic impact of each.
- Strong functional understanding of the calculation and presentation of investment performance information.
- Ability to calculate performance returns and attribution from raw data.
- Excellent interpersonal, verbal and written communication skills.
- Strong analytical and business skills.
- Functional SQL knowledge.

Knowledge and Experience

Since this position requires that the candidate have strong functional and industry knowledge, the following skills are important.

- Fundamental knowledge of middle and back office operations in investment advisory organization.
- Minimum 10 years project and program management experience within the financial management industry.
- Detailed knowledge of a broad range of financial instruments, investment securities and the capital markets.
- The combination of strong functional, technical, and operational knowledge of the investment services industry.
- Minimum of 10 years of experience in the brokerage, custodian bank or investment services industry.
- Governance experience, including policy development and maintenance.
- Strong data flow, system integration, system maintenance and support experience.
- Strong data management process flow experience.
- Experience working with and leading meetings with senior level client management.

- CFA, MBA, CIPM or Series 7 license preferred but not required.

Send resumes to jobs@meradia.com.