

Job Opportunity – Database Officer & Junior Analyst (Hedge Fund Team)

A very reputable family office based in the Eastern Province of Saudi Arabia is looking to expand its Hedge Fund team. We are seeking a motivated and detail-oriented professional to join us as a Database Officer & Junior Analyst.

Role Overview:

The selected candidate will play an integral role in supporting our hedge fund investment team. Responsibilities will span both operational and analytical tasks, with exposure to hedge fund diligence processes and portfolio monitoring. This role offers a unique opportunity to gain direct experience within a sophisticated investment platform while working remotely.

Key Responsibilities:

- Maintain, update, and monitor hedge fund and public equities databases.
- Assist in compiling, cleaning, and cross-checking investment data for reporting purposes.
- Support the investment team in hedge fund due diligence, including reviewing manager materials and preparing supporting analyses.
- Conduct preliminary research on funds, sectors, and market trends as directed.
- Coordinate with team members on documentation, reporting packs, and investment materials.

Qualifications & Requirements:

- Successfully cleared at least CFA Level I.
- Minimum 1 year of relevant experience in public equities, either on the sell-side or buy-side.
- Strong analytical skills with attention to detail and accuracy.
- Proficiency with Excel; familiarity with financial databases is an advantage.
- Self-motivated with the ability to work independently in a remote setting.
- Strong written and verbal communication skills in English.

Position Details:

- Title: Database Officer & Junior Analyst – Hedge Fund Team
- Location: Remote (Pakistan- preferably karachi based, but candidates from other cities are encouraged to apply)
- Compensation: SAR 3,000 – 4,000 depending on candidate (all-inclusive, monthly)

Why Join Us?

- Opportunity to be part of a highly reputable Saudi family office.
- Exposure to hedge fund diligence and global public market investments.
- Remote work flexibility with structured professional growth.

How to Apply:

Interested candidates are invited to send their CV to zeeshank.munshi@gmail.com with the subject line: Application – Database Officer & Junior Analyst.