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Investment Operations Analyst, Alternatives

Arch Capital Group Ltd. is a Bermuda-based company which provides insurance, reinsurance, and mortgage insurance on a worldwide basis. Arch Investment Management Ltd. ("AIM") is a wholly owned subsidiary of Arch Capital Group Ltd. Arch has approximately \$26 billion of capital and investable assets of \$46 billion. AIM is responsible for managing the portfolios of Arch Capital and its subsidiaries. We seek talent that thinks innovatively, values collaboration and will go the extra mile to serve our customers and develop our company.

Position summary: The Investment Operations Analyst, Alternatives will have primary responsibility for onboarding new Fund and Co-investment commitments and the ongoing administration of the portfolio. Responsibilities include managing all onboarding aspects, and liaising internally across Arch's Legal, Tax, Compliance, Operations, Risk, and Performance teams to ensure smooth and timely deal execution. This role will coordinate with and provide and receive back-up from the Alternatives Service Manager and report into the Chief Operations Officer, AIM

Duties & Responsibilities:

- Participate in weekly Alternative team meetings and provide updates on new investment onboarding and any portfolio management items requiring action
- Maintain "onboarding" tracker to include latest deal processes, timelines, status updates, next actions, and action owner
- Distribute deal documentation (PPM, LPA, Tax Structure Chart, Subscription Documents etc.) internally to Legal, Tax, and Compliance teams
- Coordinate and participate in diligence meetings with ACGL Legal and Tax teams to confirm deal structuring and optimal entity placement
- Track document reviews internally and externally and ensure documents are signed and processed in a timely and efficient manner
- Oversee the Alternatives email inbox and summarize actions requiring portfolio manager action and attention – e.g. LPAC meetings, votes, etc.
- Coordinate with AIM Cash Operations on expected call amounts and timing
- Work with AIM COO to coordinate and facilitate Operational Due Diligence ("ODD")
- Participate in ODD Reviews and help to coordinate any manager follow-ups as needed
- Facilitate the completion of initial and ongoing KYC requests for all alternative investments
- Assist with writing operational policies & procedures
- Ensure policies and procedures are current and provide oversight of policies and procedures to meet compliance requirements
- Attending Investment Committee meetings and documenting results

Minimum Qualifications, Skills & Experience:

- Bachelor's degree
- Minimum of 2 years relevant operational experience, preferably obtained in investments
- Proficiency with the full suite of Microsoft Office applications
- Excellent organizational skills, with the ability to simultaneously manage multiple high-priority, time-sensitive tasks
- Self-motivated, with a can-do attitude and ability to work well both independently and within a team
- Strong ability to build relationships and effectively communicate verbally and written with internal and external parties
- Ability to work in office full-time

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Closing Date: May 18, 2026