

Job Title	Operations Analyst
Business Unit	Investment Management
Position Location	AZ - Scottsdale
Department Name	Senior Loan Group
Full-Time or Part-Time	Full-Time
Relocation Assistance Offered?	No
Salary	Commensurate with Experience
Percent of Travel Required	0 - 10%
Contact	Stan Zou, Stan.Zou@inginvestment.com

What is ING?

ING Investment Management is a global organization with over \$300 billion of assets under management in 26 countries. IIM Americas has investment operations in Atlanta, Hartford, Minneapolis, New York and Scottsdale as well as Canada, Mexico and South America, and assets under management total approximately \$150 billion. We provide assets and relationship management services for institutional, managed account and alternative businesses and manage assets for ING's mutual funds and insurance companies. Our broad array of investment strategies combined with ING Group's distribution capabilities across retail and institutional channels enable us to offer an integrated financial services solutions for all of our clients, both in the U.S. and globally.

Who is our ideal candidate?

Bachelor's degree preferred. Previous experience in the mutual fund and/or lending business preferred. Proficient with Excel, Word, and Outlook. Ability to multi task and meet deadlines.

What are the job responsibilities?

To provide operational support to the loan operations department. Responsibilities include learning the various desks and positions, being able to back up incumbents.

1. Work with trustees/custodians for the various CLOs and Senior Loan Funds and monitor past dues, agent bank notices, and proper postings on the loan accounting system, etc.
2. Responsible for researching exceptions and reconciling with agent banks. In this position, the employee will learn the administrative assistant desk that provides credit officers with web-based loan-deal documents and will produce the daily log
3. Perform the document custody function
4. Complete the daily loan pricing process
5. Work the funding desk which includes daily loan settlements and financings
6. Assist with Structured Finance activities
7. Responsible for understanding and complying with firm policies and procedures while performing the role outlined above