



DATA MANAGEMENT ANALYST

Dept: IT – Business Technology | Full-Time | Location: Dallas | Experience: 2-4yrs

Canyon Partners, LLC is a leading global alternative asset manager with over 200 employees. Canyon manages over \$27 billion in assets across hedge funds, private equity-style vehicles, and real estate assets. Canyon specializes in value-oriented, event-driven, and distressed investments for endowments, foundations, pension funds, sovereign wealth funds, and other institutional investors. The firm was founded in 1990 and maintains offices in Dallas, Los Angeles, New York, London, Seoul, Shanghai, Tokyo, and Hong Kong. Canyon has been an SEC registered Investment Adviser since 1994.

The Data Management Team is responsible for governance over trading-related data, including security level attributes, position-level characteristics, index information and risk metrics. The team reports into the co-heads of Middle and Back Office Applications in the Business Technology group, which is responsible for developing and implementing software, processes and technology to enable our portfolio managers, traders, operations teams and others to effectively manage the day-to-day activities of the firm.

The Data Analyst role has both day-to-day operational responsibilities to ensure information is recorded accurately, as well as project components that require planning and strategic thinking. As the second member of the Data Management Team, this position works closely with the Trading Desk, Compliance, Operations, Fund Accounting, and Marketing on regulatory reporting, internal and external reporting requests, transaction settlements, among other tasks.

Primary Responsibilities

- Research, gather and record security-level attributes for all new securities to be purchased or analyzed
- Ensure the accurate setup and maintenance of listed and over-the-counter instruments
- Review and verify day-over-day changes to investment-level attributes
- Identify and resolve data discrepancies across systems in a timely manner
- Work with teams across the firm to understand and document data and workflow requirements
- Assist with managing the firm's proprietary security master platform and workflow with an eye toward automation and continuous improvement
- Create quality control metrics to identify potential data issues and resolve as required
- Work closely with Business Technology Team on various projects to further enable business process improvement

Please send resume cover letter to Angelic Eneh-Ortiz at aeortiz@canyonpartners.com

Requirements

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| Education | <ul style="list-style-type: none">• Bachelor's degree from accredited university. |
| Preferred Experience | <ul style="list-style-type: none">• 2-4 years of total professional experience• At least 2 years of experience at a credit or multi-strategy hedge fund, fixed-income asset manager, investment bank, or financial technology company focused on capital markets (no retail banking or insurance) |
| Skills & Qualifications | <ul style="list-style-type: none">• Knowledge of or the ability to quickly develop in-depth knowledge of various asset classes, including equities, bonds, loans, structured products, derivatives, and cash and currency instruments• Ability to become knowledgeable in various data vendor platforms and software tools• Proficiency with the Bloomberg Terminal• Advanced proficiency with Excel• Ability to multi-task and balance between day-to-day operational tasks and longer-term projects• Desire to develop technology skills in tools such as SQL, Tableau, Bloomberg, Trading and Accounting systems• Experience working with large datasets using Excel or other business intelligence software• Excellent verbal and written communication skills• Able to synthesize complex ideas succinctly• Extremely detail oriented• Logical and practical problem-solving skills• Enjoys working on time-sensitive tasks and projects• Self-starter and interested in learning about capital markets |

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