

**HFR Asset Management, LLC**

**Position: Risk Analyst Intern**

**The Role:**

We are a small tight-knit team seeking a candidate to be a jack of all trades, extremely proactive, and have a willingness to take on any task that comes their way. This role will mainly focus on investment operations and risk management of investments made into hedge funds and other alternative investment vehicles. Other responsibilities may include reporting to senior management and clients, special projects, ESG (environmental, social, and governance) risk analysis, and industry research , among other duties.

**Responsibilities:**

- Prepare daily risk management reports for the funds on HFR's platforms
- Bringing new perspective on presenting visually appealing risk analysis charts
- Assist in preparing and analyzing investment performance, attribution, and analytical reports for portfolios
- Monitor investment guidelines for assigned funds to ensure all risk guidelines are within acceptable ranges
- Assist with compiling data for regulatory reporting
- Assisting in the creation of Board Reports on a quarterly basis
- Contribute to the automation of risk management processes
- Support the investment team with risk assessment of potential investments
- Support the mission of ESG (environmental, social, and governance) and sustainable investing by analyzing investment risks associated with climate change, lack of social programs, sustainability, etc.
- Proactively take on new opportunities, identify process improvements, and add value without direction from management
- Responsible for collection of all documents related to these investments and administrative organization and archiving of such documents
- Special projects and additional duties as assigned

**Job Requirements:**

- 0-4 years of investment industry experience or related analytical field
- Undergraduate degree, preferably in economics, finance, accounting, or mathematics
- Proficiency in Microsoft Office, specifically Excel
- Python experience a plus
- SQL experience a plus
- Experience with Bloomberg
- Strong problem solving, analytical, and research skills
- Excellent written and oral communication skills
- Ability to take direction, multi-task and meet deadlines
- Solid organizational skills with attention to detail

Please send resumes to [hfrinvestments\\_careers@hfr.com](mailto:hfrinvestments_careers@hfr.com).

HFR Asset Management, LLC is an equal opportunity employer