

Position Overview:

Elbridge Capital is actively seeking a Junior Analyst to join our Legal & Compliance team. The Legal & Compliance department is responsible for overseeing all of our firm's legal and regulatory affairs. This position will provide administrative support to the General Counsel/CCO of the firm.

This position is based in Athens office but will include regular interaction with global colleagues.

Responsibilities:

- Managing the Legal & Compliance inbox
- Tracking and facilitating the execution of team deliverables, including preparing to do lists for the group, following up to ensure that tasks are completed in a timely fashion and notifying the team of priority deliverables
- Aiding in the preparation of compliance filings and providing compliance support
- Assisting with ad-hoc projects

Qualifications:

- 2+ years of administration and/or compliance
- Solid academic record
- Fluent in English (both written and oral)
- Strong written and verbal communication skills
- Team player
- Strong work ethic
- Positive attitude

Remuneration: Competitive

Please send your CV's to info@elbridgecapital.com