

**SALI Fund Services
IT/Project Manager**

Firm Summary:

Founded in 2002 and based in Austin, TX, SALI Fund Services (“SALI”) provides a turn-key solution for the creation and administration of Insurance Dedicated Funds (“IDFs”). SALI administers IDFs for a broad range of alternative asset managers, from boutique hedge funds to the largest wealth management institutions in the world. Currently, SALI manages over 130 separate IDFs with over \$15 billion of assets under management.

SALI enables investment managers to create tax compliant IDFs which can be attached to insurance company Private Placement Variable Annuity and Private Placement Life Insurance investment account platforms. On an ongoing basis, SALI serves as the fund administrator to the IDF.

Position Summary:

The IT/Project Manager will be responsible for overseeing and managing the daily and monthly activities of the IT department as well as partnering with the business on projects.

Responsibilities:

- Maintenance of all IT devices and systems
- Provide internal technical support (hardware/software)
- Administration of network systems and Windows devices
- Partner with SALI leadership team to implement controls and processes to improve data automation, process flow improvements, and implementation of best practices
- Perform all IT-related onboarding and offboarding processes
- Ad-hoc research and reporting projects as needed
- Assist with Cybersecurity program

Desired Skills and Experience:

- Bachelor's degree
- 1-2 years of experience working in IT
- Office 365 and Salesforce experience helpful
- Ability to manage processes proactively, such as break-fix requests and policy and procedure updates
- Experience and proficiency with Microsoft Office, Windows operating system, and network administration
- Self-motivated with the ability to work independently
- Strong written and oral communication skills and an eye for detail
- Ability to work in a fast-paced and rapidly changing environment
- Can multi-task as needed

Compensation:

Dependent on experience

Please send a cover letter with salary requirement and resume to hr@sali.com