

Janus Henderson Job Description

Corporate Title: Team Secretary

Department: Investments

Reporting Line: Head of Asia ex Japan Equities and Co-Head of Global Property Equities

Location: Singapore

The Company

Janus Henderson Investors is a leading independent global asset manager, dedicated to delivering the best outcomes for clients through a highly diversified range of actively-managed products.

We support our individual and institutional investors across a range of products, encompassing equities, fixed income, multi-asset and alternatives.

We are a team of independent and creative thinkers who work tirelessly to help our clients achieve their goals – and we do it by supporting a high-energy and collaborative culture that ensures our people love the place they work.

Janus Henderson is a truly global manager with US\$378.1bn¹ of assets under management. We have a diverse geographic footprint, employing over 2,000 staff in 27 office locations globally. Headquartered in London, we are dual-listed on the New York Stock Exchange and the Australian Securities Exchange.

¹Janus Henderson pro-forma AUM as at 30 September 2018

The Department

The Investment teams in Singapore include Property Equities, Asia ex Japan Equities, Japan Equities as well as a team of Traders.

Overview of the Role

You will be assisting a team of Investment Managers, Investment Analysts and Traders.

Duties and Responsibilities

You will:

- Provide secretarial and administrative support
- Manage calendars and schedules at a high level for Investment Managers, Analysts and Traders
- Arrange internal and external meetings and organise meeting rooms
- Handle and manage complex travel arrangements
- Be responsible for visa applications
- Be responsible for preparing travel itineraries

- Prepare and submit travel expense claims and corporate card statements
- Assist in secretarial duties in the absence of other secretaries
- Carry out additional general administrative duties as assigned

Technical Skills and Qualifications

- Diploma/Certificate in Secretarial Practice/Business Administration
- Computer knowledge – Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Systems used – SAP Concur and internal systems

Competencies Required

- Good communication skills and a team player
- Organised with good time management skills
- Possess initiative and able to work in a fast paced environment
- Relevant work experience, preferably in finance industry
- Ability to manage several projects simultaneously, yet maintaining attention to detail
- Flexibility to adapt to changing requirements and requests
- Develop strong working relationships both with members of the Singapore office but also globally across all functions and level of seniority.

Ongoing competence in the role to be assessed by:

- Annual Performance Appraisal
- Completion of all assigned Compliance training
- Annual Attestation (Knowledge and Competence in-scope roles only)

For those in scope of Knowledge & Competence (MiFID II)

- Knowledge of financial markets, financial markets function and the impact of economic figures and national/regional/global events on markets
- Understanding of issues relating to market abuse and anti-money laundering

Compliance Requirements

At a minimum the role will require you to:

- Place the interest of Janus Henderson's Clients first and always act in accordance with TCF (Treating Customers Fairly) principles
- Understand and follow laws and regulations applicable for your role, seeking the help of your supervising manager or Compliance if you would like further explanation or direction regarding this
- Understand and abide by all Janus Henderson policies applicable to your role, and ask for the support/guidance of the policy owner if you are unsure at any time
- You are ultimately accountable for your actions and responsible for seeking further information on any or all of the above as necessary.