

Junior Associate, Operations - Copenhagen

We are looking for a Junior Associate to support our Operations team, which currently consists of eight operations professionals and five supporting students/Junior Associates. The position is estimated to be 15 hours a week with a flexible attitude towards working hours.

Job description

As our new colleague, you will focus on working with various reoccurring tasks and on supporting the team in day-to-day operations. A great part of our focus is to continue to strive for operational excellence, which means we have some repetitive tasks, as well as many ad hoc projects – often to be worked on independently and in a short time frame. We believe in empowering employees, so you need to be able to prioritize your tasks and manage your own time, while always understanding that no individual achievement is more important than the team.

You will participate in delivering the following tasks:

- Cash and positions reconciliation.
- Compliance reporting.
- Assisting with trade settlements.
- Assisting with onboarding new funds.
- System maintenance and improvements.

About you

- Attend a relevant education in Finance/Economics or equivalent.
- Have great quantitatively skills and problem-solving mentality with particular attention to detail.
- Have a structured working approach.
- High proficiency in English both verbally and in writing.
- Pro-activity and a can-do attitude are important for you to be successful in this position as we are an agile and fast-moving company. You must not be afraid to pick up a task or a project and ask questions when you face challenges.

We offer you

As Junior Associate, you will work in a dynamic, international, and inclusive environment. The role will give you the opportunity to be part of a successful team with highly motivated, competent, and supportive colleagues and have a challenging and rewarding part-time job with a high degree of responsibility and learning opportunity. Capital Four is an engaging and active social environment where students are encouraged to participate in our yearly offsite and various Capital Four sponsored events such as sports and organized after-work social events.

About us

Capital Four is an industry-leading credit asset management boutique rooted in Scandinavian culture. Headquartered in Copenhagen, Denmark, with offices in London, New York, Stockholm and Frankfurt, the team of 150+ professionals manage €20bn on behalf of a global client base. The firm offers investment solutions within global High Yield, Leveraged Loans, Structured Credit, Multi-Asset Credit, as well as Nordic and Northern European Private Debt. For more details, please visit www.capital-four.com.

Contacts & application

Please apply by uploading your cover letter, CV (without a photo) and grade transcript. Please submit your application in English. The application deadline is July 31, 2025. All applications must be submitted through our website. We do not accept applications sent by e-mail or direct message. We encourage all qualified applicants to apply regardless of age, gender, religion, country of origin, ethnicity, or disabilities.

For any questions related to the job offering please do not hesitate to contact:

- Gosia Mølgaard – Tel. +45 35 25 61 34 / gosia.molgaard@capital-four.com

We look forward to receiving your application.