

Internship in Asset Management 100%

Ayaltis, a specialized fund of hedge funds manager, is looking for an outstanding person to strengthen the investor relations and business development team. We offer a flexible placement for working students taking a gap year after successful completion of their Bachelor Studies or recent Master's Graduates.

What we offer

- Perfect way to combine your studies with hands on experience in a fast-growing company
- Entrepreneurial environment
- Possibility to experience the fascinating world of hedge funds
- Get to know better hedge fund strategies and traded instruments

Key responsibilities

- Support the sales/business development efforts and initiatives including client meetings
- Remain aware of client demands and familiarize oneself with Investor Relations terms in order to answer their questions by e-mail and phone
- Provide marketing support by managing schedules, preparing for client meetings and assist with maintenance and updates of records in the CRM Customer Relationship Management tool
- Regular update of marketing materials for presentations and distribution, update marketing communication strategy (website, branding, events etc.)
- Assist in production and distribution of company and fund materials (Factsheets, Presentations, DDQs, Monthly Reports, etc.)
- Assist in product development, marketing tools development and other projects as needed
- Develop an institutional reporting excellence package under GIPS (Global Investment Performance Standards) and ensure timely updates of global database providers
- Close collaboration with research team to assist in writing white papers, strategy insights and market briefings

Required profile

- Previous work experience within Asset Management or Consulting preferred
- Experience and knowledge of Funds of Hedge Funds products and structures would be an advantage
- Strong excel skills and preferably basic programming knowledge
- Higher education or university education with a minimum of a bachelor's degree
- Ability to effectively multi-task and work autonomously
- A self-managed, intuitive and pro-active approach
- A team-oriented mentality
- Trustworthy and credible
- Very precise and rigorous in the execution of tasks
- Excellent written and verbal communication skills in English and German is a must, additional languages are a plus

Start:

Upon arrangement

Duration:

Upon arrangement (minimum 6 months)

For further information, please contact Son Nguyen, +41 43 501 37 62, nguyen@ayaltis.com

Additionally, please visit our website (www.ayaltis.com), which provides description of Ayaltis' strategy, team and other important downloadable information on our products.