



## Investor Relations Associate within Asset Management, 100%

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Ayaltis, a specialized fund of hedge funds manager, is looking for an outstanding person to strengthen the investor relations and business development team. You will join a professional team in a dynamic environment.

### Key responsibilities

- Manage and update regular marketing materials for presentations and distribution, including marketing communication strategy (website, branding, events etc.)
- Assist in production and distribution of company and fund materials (Factsheets, Presentations, DDQs, Monthly Reports, etc.)
- Develop an institutional reporting excellence package under GIPS (Global Investment Performance Standards) and ensure timely updates of global database providers
- 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
- Remain aware of client demands and familiarize oneself with Investor Relations terms to answer their questions by e-mail and phone
- Assist in product development, marketing tools development and other projects as needed
- Provide support in all sort of administrative tasks for the marketing team and corporate services

### Required profile

- Previous work experience within a marketing team of an asset management or investment consulting firm preferable
- Experience in alternative investments and the fund industry preferable, knowledge of Funds of Hedge Funds products and structures would be an advantage
- Higher education or university education preferable
- Strong Power Point and Excel skills
- 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

For further information, please contact Mr. Son Nguyen, +41 43 501 37 62, [nguyen@ayaltis.com](mailto:nguyen@ayaltis.com)

Additionally, please visit our website ([www.ayaltis.com](http://www.ayaltis.com)), which provides descriptions of Ayaltis' strategy, team and other important downloadable information on our products.