





## Opportunity to work with CANDRIAM, a Leading European Asset Manager and Pioneer in ESG Investments

### Sales and Business Development Support Switzerland

 Geneva, Switzerland  
 6 – 9 months

 Full Time  
 Starting date: Immediately

### About us:

CANDRIAM is a European multi-specialist Asset Manager with a 20-year track record. CANDRIAM manages around EUR 130 billion of assets under management as of the end of December 2019 with a team of more than 550 professionals. It operates management offices in Luxembourg, Brussels, Paris, and London, and has client representatives in more than 20 countries throughout continental Europe, the United Kingdom, the United States and the Middle East. CANDRIAM offers investment solutions in several key areas: bonds, equities, absolute performance strategies, and asset allocation. Since 1996, CANDRIAM has been a pioneer and leader in sustainable investments with, a broad and innovative range of strategies covering all its asset classes.

CANDRIAM is a New York Life Company. New York Life Investments ranks among the world's largest asset managers (USD 593 Billion AUM as of December 2019).

For more information see: [www.candriam.com](http://www.candriam.com)

### Your Team:

You will be working in the Swiss Sales Team of 7 professionals based in Geneva and Zürich, covering a wide range of asset classes. The Swiss based distribution team is part of the global distribution force of CANDRIAM. The team works closely with CANDRIAM investment centers based in Brussels, Paris, Luxembourg and London. As CANDRIAM is part of the New York Life Investments Group, you will also have the opportunity to work together with the other investment firms of the group across the world.

### Your Role:

- Assistance of the sales team in preparing client meeting agendas, product presentations, client visits and sales events and make sure that the necessary follow-ups will be done;
- Support the team in the preparation of events and communication, aiming to increase brand awareness in Switzerland;
- Prepare and send information material to clients (mailings & regular reporting) in a timely and professional manner;
- Attend to client meetings and presentation conferences, in client acquisition and client relationship management process;

- Act as Salesforce expert: data base cleaning and perform regular updates (with our Legal/compliance + Client Servicing teams);
- Coordinate resources across the company and the different departments to answer RFPs;
- Keep close contact with product specialists and other teams around the world and maintain access to databases on product information;
- Support in desk's operational tasks;
- Prepare macroeconomic and financial summaries for weekly team meetings;
- Be fully integrated in the Swiss team and carry out necessary tasks to the Geneva and Zürich entities;
- Help identifying new opportunities.

### **Your Profile:**

- Bachelor, Master's Degree or equivalent in Finance, Economics, or Investment Management;
- English fluent, a good level of French, German is a plus;
- Strong organizational and project management skills ;
- Proactive and flexible;
- Clear communicator both in writing and oral;
- Striving for results and finding solutions;
- Deliver high quality work also under pressure;
- In depth knowledge of Word, PowerPoint and Excel, experience with a CRM tool is a plus;
- Team oriented, creative, rigorous.

### **Opportunity:**

The role represents a broad and challenging Institutional Sales Support role affording close working with experienced Sales Executives within a leading growing European Asset Manager. In addition, this experience will also allow you to extend your skills and knowledge in Asset Management industry, with a specific focus on responsible investing (ESG).

### **Interested?**

For more information about the role or to apply, please send your CV and cover letter :  
[international\\_recruitment@candriam.com](mailto:international_recruitment@candriam.com)

