

Marketing & Client Services Specialist – Full Time Associate Director

Our company

Twelve Capital is an independent investment manager specialising in insurance investments for institutional clients and is a leading provider of capital to the insurance and reinsurance industry.

Our investment expertise covers the entire insurance balance sheet, including Insurance Bonds, Insurance Private Debt, Catastrophe Bonds, Private Insurance-Linked Securities and Insurance Equity. We also compose portfolios of our Best Ideas.

Twelve Capital manages assets in excess of USD 4bn and is majority-owned by the management team. The firm has offices in Zurich, London and New York and currently employs more than 40 staff.

The position

We offer a position as a Marketing & Client Services specialist to expand our client service resources and extend our marketing efforts globally.

Main responsibilities

- Develop and maintain various investor pitches and marketing material
- Assistance and execution of communication and marketing strategy
- Sales support functions for sales in Switzerland, Germany, Benelux and UK markets
- Handling of ad-hoc requests from clients and prospects
- Management of RFP processes and Due Diligence meetings
- Co-ordination of sales campaigns across product range
- Frequent interaction with clients as well as portfolio management and operations
- Organise client events as well as co-ordinate participation at conferences

Main qualifications

- Prior work experience and a good understanding of operational tasks
- High service-orientation
- Attention to detail and high quality outputs
- Flexible and adaptive outlook
- Ability to work both independently and in a team
- Ability to work across and integrate multiple areas and functions of a company
- Excellent command of English and German

We are offering an exciting and challenging position in a fast growing investment management firm. The position offers excellent possibilities for professional development in an emerging field of finance.

Contact

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