

## Student (40%) in Marketing & Client Services

### ABOUT US

[Twelve Capital](#) is an independent investment manager specialising in insurance investments for institutional clients. We are also a leading provider of capital to the insurance and reinsurance industry.

### POSITION

We are offering a student position (part-time 40%) in our Marketing & Client Services team in order to expand our marketing efforts globally.

### JOB DESCRIPTION

- Develop and maintain marketing material
- Establish and oversee the update process for various marketing material
- Sales support function (e.g. prepare sales documents, written correspondence, phone support, etc.)
- Frequent interaction with other departments such as Portfolio Management, Operations and Sales

### JOB REQUIREMENT

- Student – favourably in Business Administration/Marketing
- High-calibre service orientation
- Ambitious, with a 'can-do' attitude
- Strong work ethic, diligent and close attention to detail
- Team player with an entrepreneurial attitude
- Excellent command of English and, ideally, German both written and orally
- In-depth knowledge of PowerPoint, Word, Excel, Outlook

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

Twelve Capital AG  
Kathrin Verbeck  
Dufourstrasse 101  
CH-8008 Zurich  
kathrin.verbeck@twelvecapital.com