

Job Opening: Client Service and Marketing

AQUIS Capital, a specialized active asset management boutique, is looking for an outstanding person with strong organisational thinking, enjoying building and growing clients and networking relationships to strengthen its team. You will join a dynamic, fast growing company within an entrepreneurial environment.

The selected candidate will be exposed to the marketing and company organization in many dimensions. The position is open to be filled as soon as possible.

Main Responsibilities

- Be an ambassador to our asset management company
- Play a key role in growing the company's assets under management, client service and reputation
- Provide support and coverage to the marketing and management team
- Formulate and develop digital marketing communication strategy
- Regular update and distribution of marketing materials for client presentations and monthly newsletters
- Close collaboration with portfolio management and research teams to assist in writing Investor letters, research reports and white papers
- Handle interactions with clients in a professional manner and take ownership of client's queries
- Present our products and services to potential and existing clients
- Organise client meetings and events
- Develop the CRM Tool
- General management support

Whether the task is big or little, you are driven by helping to achieve the set goals. In simple terms: Your commitment brings positive energy to any task given.

The position offers a set of responsibilities, so we need someone flexible and able to wear many hats, adapting to the tasks at hand.

Requirements

- Top Masters degree in Finance, Business Administration, Management or Literatures with solid financial knowledge a plus
- Work experience of at least 1-2 years in a similar position within Asset Management or Fund Management
- Experience and knowledge of Fund Management or Funds of Hedge Funds Industry would be an advantage
- Entrepreneurial spirit and willingness to go the extra mile, while never compromising on quality
- Ability to work as part of a team, work well with different personalities and across departments
- Trustworthy and credible, very precise and rigorous in the execution of tasks
- A self-managed, intuitive and pro-active approach with a team-oriented mentality
- Advanced MS Office skills

- Fluent in English and German/French/Italian or other languages are an asset, good communication skills
- Excellent written and verbal communication skills in English and German is a must, additional languages (Italian and Spanish) are a plus

Start: Immediately

For further information, please contact:

AQUIS Capital AG

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About AQUIS Capital AG

AQUIS Capital AG is a young, dynamics and specialized asset management boutique with focus on Hedge Funds and Emerging Asia opportunities and provide to investors funds solutions with most compelling opportunities, valuable sources of potential returns, powerful portfolio diversification and effective ways to manage downside risk to improve their investment goals.

AQUIS Capital AG's partners and employees are passionate and intellectually curious in everything they do, remain always open-minded and are risk conscious while embracing to create portfolios with high risk-adjusted returns over various market cycles and market conditions.

AQUIS Capital embraces UNPRI SDG Social Development Goal and ESG in our investment thinking and process. As a responsible global investor, we leverage our scale and market position to raise standards in both the companies and industries in which we invest and help drive best practice across the asset management industry.