



RFP Writer

At Barings, we are as invested in our associates as we are in our clients. We recognize those who work diligently for us and reward them for personal and professional integrity, communication skills, distinct competencies and expertise in specific strategies, ability to collaborate as a team member and true dedication to the interests of our clients.

We thank you for your interest in joining the Barings team, and invite you to explore our current employment opportunities.

Job Summary

Barings is seeking two RFP Writers to work within their Global RFP team based in London, UK. The successful candidate will be responsible for the completion of RFP's, working collaboratively across the organization with our Global Business Development, Client & Product Management and Investment departments. Primary responsibilities include the completion of requests for proposals (RFPs) and requests for information (RFIs) for institutional and wealth clients globally to agreed deadlines, maintaining and disseminating product and firm information through the RFP database and assisting the Global Business Development Group, Client Service and Product Management teams with any requests for information they receive. One role will primarily be focused on Barings' full range of Equity products, and the other on Barings' ESG products.

This is a professional service role which requires a pro-active, organised and diligent person, with a foundation of investment knowledge and the ability to build relationships with a wide selection of employees across the firm, including senior investment and sales professionals, to present our investment capabilities in the best light and assist in winning new business for the firm.

Primary Responsibilities

RFP production – process, organisation and timeliness

Ensure adherence to the formal RFP production, back-up and review process within the given client deadline. Manage internal deadlines for those involved in the process, from Subject Matter Experts (SMEs) input across the company, as well as sales and product management/ investment review of each response.

RFP responses – accuracy and quality

Ensure that answers in RFPs are accurate and present the investment case for Barings in the best light at all times. Ensure that the competitive advantages of the company and our products come across strongly in RFPs. Keep updated with changes within the firm, product and industry, ensuring changes are reflected in RFPs and the RFP database. Ensure information flow through the RFP team.

Global Business Development Group and Product Management assistance, timeliness and quality

Respond to requests for assistance from Global Business Development Group, Client Service, Product Management and other colleagues. Own and disseminate accurate product and firm information.

RFP database (RocketDocs) – development and maintenance

Assist in the on-going enhancement and maintenance of the RFP database of responses. Demonstrate strong writing ability to draft any new content required. Work with product managers, investment managers and other content owners/ SMEs to ensure accurate, consistent and compelling content.

Raising profile of RFP team within Barings

Develop the RFP team's profile with the investment, client & product management and sales teams; build relationships and develop strong knowledge of products and marketing and sales initiatives.

Participate proactively in team projects and initiatives.

Qualifications

- Experience within a previous RFP role within Asset Management preferred
- Educated to Bachelor degree level
- Advanced MS Excel, Word, and PowerPoint skills
- Ability to work in a fast-paced environment and complete tasks that have high visibility
- Complete work in a timely manner, often with the constraints of deadlines
- Strong attention to detail, flexible with the ability to multi-task
- Strong written and verbal communication skills
- Demonstrated initiative in problem solving and successful project management
- Takes ownership and responsibility for tasks
- A passion for learning, professional growth and knowledge sharing
- A desire to be part of an entrepreneurial, fast-paced and fun team environment

Barings is an Equal Employment Opportunity employer; Minority/Female/Age/Sexual Orientation/Gender Identity/Individual with Disability/Protected Veteran. We welcome all persons to apply.

About us

Barings is a leading global asset management firm dedicated to meeting the evolving investment and capital needs of our clients. We build lasting partnerships that leverage our distinctive expertise across traditional and alternative asset classes to deliver innovative, institutional-quality solutions and service.

Our team-driven culture is based on transparency, responsibility and putting our clients' interests first. We listen to our clients to understand their needs, so that we can be a strategic advisor and long-term partner in meeting their unique investment goals. Risk management and protecting our investors' capital over the long term is an essential component of our lasting partnerships.

Barings is also committed to building long-term relationships with our associates and providing opportunities and support to help them succeed. With our expanding business and global footprint, Barings offers a wealth of opportunities for associates who share our culture, values and commitment to excellence in client service.

As an organization, we believe that a diversity of perspectives and strengths is essential to meeting the evolving needs of our clients, and we are committed to attracting and retaining a talented workforce as diverse as the clients and communities that contribute to our success.

Application close date: 30th July 2021

Start date: ASAP

Location: London

Apply: https://barings.wd1.myworkdayjobs.com/en-US/Barings/job/London-United-Kingdom/RFP-Writer_JR_002967-2?source=LinkedIn