

JOB DESCRIPTION

JOB TITLE:	Click here to enter text. RFP Content Analyst	SENIOR MANAGERS & CERTIFICATION REGIME:	Choose an item.
DEPARTMENT:	RFP	REPORTING TO:	Head of RFP
RESPONSIBLE FOR:	n/a	PRESENT INCUMBENT:	New Role

KEY RESPONSIBILITIES (in order of priority) – DEFINE DUTIES/ACTIVITIES IN DETAIL UNDER EACH POINT (eg Volumes, frequency, etc)

Summary

Working as a core member of the RFP (Request for Proposal) team, the individual will be primarily responsible for maintaining the firm wide and investment product content on the RFP database and aligning this information across standard questionnaires, making an active contribution to the company’s commercial success.

The RFP team supports the firm’s institutional business and the third-party distribution business globally. In fulfilling its responsibilities, the team collaborates with the investment teams and subject matter experts of the firm’s business units. The individual is expected to develop an understanding of the firm’s investment strategies, sustainability approach and products, and develop close working relationships with the stakeholders.

1. Key Responsibilities

- Work closely with the RFP writers to ensure content is consistently stored and managed
- Collaborate with members of sales, marketing, portfolio management, operations, performance, compliance, and legal teams to ensure specific content is up to date
- Respond to ad hoc requests from various business units within the firm
- Take full ownership for the RFP database managing content on a timely basis, including formatting, data sourcing and building standard questionnaires in the software
- Producing relevant metrics such as team utilization, RFP management information

2. Management and Reporting

- Report to Head of RFP on any issues regarding the day-to-day operations of the RFP function

3. Risk

- Adhere to and understand risks to the Company
- Be keen to learn relevant compliance and regulations as pertains to RFPs

4. Counterparties and clients

- Develop and maintain relationships with peers across the organisation

This list is not exhaustive the Company reserves the right to amend roles and responsibilities at any time in accordance with departmental requirements

5. Communication

Key Internal Contacts

- Sales teams
- Investment teams/Client Portfolio Managers
- Marketing team
- Legal and Compliance
- Risk
- Operations
- Client Service team

6. Systems Used

Internal Microsoft Office, Outlook, PMAPS

6. Legal and Regulatory Responsibilities

- Comply with all applicable legal, regulatory and internal Compliance requirements, including, but not limited to, the LOAME Compliance manual and Compliance policies and procedures as issued from time to time: Financial Security requirements, including but not limited to, the prevention of Financial Crime and Fraud including reporting obligations to the Money Laundering Reporting Officer.
- Maintain appropriate knowledge to ensure to be fully qualified to undertake the role. Complete all mandatory training as required to attain and maintain competence.

PERSON SPECIFICATION

	KNOWLEDGE AND SKILLS	
	ESSENTIAL	DESIRABLE
Qualifications/Education Required	University degree – would suit a humanities or Economics degree student, but open to all.	
Experience Required		Experience in editing content would be an advantage but not essential.
Competencies required	<ul style="list-style-type: none">• Strong communication and interpersonal skills.• Excellent attention to detail	
Skills & Knowledge Requirements	<ul style="list-style-type: none">• English (written and spoken) with editing skills.• Keen to learn about the asset management industry.• Proficient in Microsoft Office software, e.g. Word, Excel and PowerPoint.	

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How to apply: Please email the LOIM HR Team, LOIM-HR-London@lombardodier.com your application.

You must answer the questions below in your cover letter.

Closing date: 7th May 2021

Start date: ASAP

1. Why are you applying to Lombard Odier Asset Investment Managers and what do you understand about the RFP associate role? (250 – 300 Words)
2. What is your greatest achievement? (250 – 300 Words)

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