

Client Support Trainee - 12 Month Contract

Martin Currie operates independently as a Specialist Investment Manager (SIM) within the Franklin Templeton group, they are a leading global investor specialising in global equities, founded in 1881 and headquartered in the UK. The firm is a leading pioneer in emerging and international markets covering various growth and income strategies. For more information about Martin Currie, please visit www.martincurrie.com. Our success is a direct result of the talent, skills and persistence of our people, and we are looking for a Client Support Trainee to join our Distribution team in Edinburgh on a 12 month contract.

We partner with Investment20/20 to give school leavers and those recently graduated from university, the opportunity to get that much needed work experience and training to develop new skills. We want to look at what individuals can offer in the future, not just what they have achieved in the past.

What is the Client Support Trainee responsible for?

Sitting within the Distribution team your primary focus will be to support the production of the documents we use to pitch for new mandates (Request for Proposals – RFPs) questionnaires sent out by existing clients (Due Diligence Questionnaires – DDQs) and consultant questionnaires / surveys. You will also support maintenance of consultant databases such as Mercers' GIMD and eVest. This is an entry level opportunity which will allow you to learn all about how we sell and position our products with clients, as well as learn about how an Investment Management firm like Martin Currie operates.

What are the ongoing responsibilities?

- Partner with and learn from the Client Manager – Due Diligence to complete and co-ordinate RFPs, DDQs and consultant questionnaire responses
- Build and develop effective relationships with stakeholders across the business, with the aim of creating and maintaining the highest quality RFP responses
- Effective use of the team's RFP content repository (Loopio), processes, procedures, and controls to manage and maintain responses
- Support and maintain the suite of product information and questionnaire responses which accurately and favourably present Martin Currie's investment products, services and proposition
- Assist with the maintenance of quantitative and qualitative information held within consultant databases
- Assist with reviews of standard materials
- Provide support and back-up across the Distribution Team enabling a full understanding of all the roles within Distribution and beyond

What qualifications, skills and experience would help someone to be successful?

- Bachelors degree
- Good problem-solving skills with an analytical approach
- Excellent written, and visual communication skills

- Solid deadline management skills
- Strong attention to detail and high-quality outputs
- An interest in building a career in Asset Management and / sales and marketing
- A desire and appetite to learn and grow through experiential learning on the job
- Good MS Word, Excel and PowerPoint skills are needed

What makes Martin Currie unique?

IN ADDITION TO THE DYNAMIC AND PROFESSIONAL ENVIRONMENT AT MARTIN CURRIE, WE STRIVE TO ENSURE THAT OUR EMPLOYEES HAVE ACCESS TO A COMPETITIVE AND VALUABLE SET OF TOTAL REWARD—THE MIX OF BOTH MONETARY AND NON-MONETARY REWARDS PROVIDED TO YOU IN RECOGNITION FOR YOUR TIME, TALENTS, EFFORTS, AND RESULTS. HIGHLIGHTS OF OUR BENEFITS INCLUDE - CONTRIBUTORY PENSION SCHEME, PRIVATE HEALTHCARE PLAN, PHI, LIFE INSURANCE AND MANY OTHERS.

We believe that being a good corporate citizen is good business. To us, corporate citizenship means being accountable, serving our clients, being an employer of choice, managing our environmental impact, and supporting our communities.

Martin Currie values diversity in its workforce and welcomes employees from different backgrounds, generations, capabilities, cultural identification, sexual orientations, and gender expression, in addition to other attributes that contribute to a truly diverse and inclusive community.

Our Values (Learning, Ambition, Responsibility and Partnership) are integral to how we do things in Martin Currie and key to our purpose of Investing to Improve Lives.

Learning - We strive to continually improve. Our learning comes from not only mistakes but our successes too. We challenge ourselves to regularly build our collective and individual knowledge, skills, and expertise.

Ambition - We have a desire and determination to achieve. Our ambition is shown by our appetite to take on new challenges, achieve the best outcomes for clients and grow our business. We are always looking to raise the bar.

Responsibility - We take control and see it as our duty to embrace tasks and challenges. Our responsibility is demonstrated by us taking ownership and control of tasks, challenges, and being accountable for the outcome.

Partnership - We work together and avoid silos. Our partnership is shown by each of us bringing our individual expertise and diversity of thought in a way that enables us to deliver our best work together.

At Franklin Templeton and across its SIMs, everything we do is focused on one thing – delivering better client outcomes. We do that by partnering closely with our clients, assessing their strategic needs, and identifying the solution or solutions that can meet the challenge. Franklin Templeton acquired Legg Mason and its Specialist Investment Manager's (SIM) in 2020 creating a firm in 34

countries around the world are dedicated to servicing investment solutions for our clients in more than 160 countries.

If you have a flexible working arrangement within your current role – or are seeking a flexible working pattern - please let us know so we can consider this during the hiring process. Applications from Returners – individuals who have taken a period of time out of work - are also encouraged. This is part of our commitment to creating a diverse and inclusive working environment.

Job Function: Marketing and Communications

Location: Edinburgh, Scotland, UK

Start date: ASAP

Apply here:

<https://fti.taleo.net/careersection/2/jobdetail.ftl?job=706545&tz=GMT%2B01%3A00&tzname=Europe%2FLondon>