

## Mirabaud Asset Management - Marketing Trainee

**Mirabaud Asset Management** ('MAM') is the asset management arm of the Mirabaud Group. We provide a focused and specialised range of investment solutions to institutional and wholesale investors on a global basis. Our 120 employees work in offices across Geneva, Zürich, London, Paris, Madrid, Luxembourg and Milan.

We have the fortunate position of being part of a broader, well-established Mirabaud Group, while carving out our own path since we were created in 2012. We are a focused organisation where we draw collaboratively on all our collective skills to deliver the best for our clients. We have a supportive, collaborative and entrepreneurial culture that is supported by our Group values of independence, conviction, and responsibility. Joining us will mean that no two days are the same and that there will be opportunities to get involved across multiple areas of the business.

**The Mirabaud Group**, with headquarters in Geneva, has evolved steadily over the years and now employs almost 700 staff who, through their experience and expertise, perpetuate the entrepreneurial spirit that has guided the bank since its foundation in 1819. The Group now conducts its **Wealth Management, Asset Management and Securities** businesses in the main financial centres around the globe and has offices in Switzerland, the UK, Luxembourg, France, Spain, Italy, Canada, the United Arab Emirates, Brazil and Uruguay.

Our **Marketing Team** within Asset Management is looking to recruit a **Marketing Trainee**.

### **The Programme.**

You will join as a trainee as part of the Investment20/20 programme. Whilst we can't guarantee a permanent position at the end of the 12-month contract, it is our intention to make the offer but this is up to how well you perform. 75% of Investment20/20 trainees are offered permanent positions.

Our trainee programme will introduce you to investment management and you will gain industry knowledge and experience to provide you with the skills to secure a permanent role. You will also develop relationships that will enable you to progress your career. We will support you in achieving a professional qualification if this is

something you are interested in doing (i.e. Investment Management Certificate 'IMC'). As part of the Investment20/20 programme, you will have opportunities to meet and network with over 200 trainees across the industry and participate in socials and insight events.

Our trainee programme is a fixed term one-year contract paying £25,000, plus a sign-on award of £2,000. You will receive 25 days' annual leave, plus other benefits (i.e. Private healthcare, pension). This role is based in London (near Victoria).

### **The Team**

The Marketing team consists of seven people based in London and working closely with colleagues in Geneva, Zurich, Paris, Milan, Luxembourg and Madrid. The team is responsible for developing the marketing strategy in collaboration with the Investment and Sales teams and in line with our business objectives. The team delivers all marketing and communication activities for MAM, including brand, digital, social media, advertising, press, content, RFPs, presentations and events.

### **The Role**

Full training will be provided.

The role sits within the RFP (Request for Proposal) and presentations function in Marketing. The focus is on providing corporate, investment strategy and fund information/data to clients and prospects. In this position, you will learn about every aspect of the business, such as the various departments at MAM – what they do and how they do it. You will immerse yourself in the investment products that we offer and learn about the funds and how they invest. While the role focuses on data requests, there will also be the opportunity to write and review text. It is the ideal starting point for anyone with an interest in investment and looking for that first career step.

The main responsibilities of the role are:

- Update all fund presentations monthly using agreed data sources. These presentations are prepared in PowerPoint and include fund performance charts, portfolio breakdowns and risk analysis
- Update Consultant databases (data and text)
- Support RFP, RFI (requests for information) and Due Diligence activities, completing data and information as required by clients and prospects
- Provide data analysis and formatting to ensure that we present information in a user-friendly format. This data includes assets under management, performance, business analytics etc.
- Extract key data from third party databases such as Morningstar to create internal reports to support the sales process (such as competitor fund performance reports).

The trainee will work with their colleagues on the Marketing team and will also interact with the investment, sales and operations teams.

### **Candidate's Profile:**

If you are a school leaver / graduate who has an interest in working within financial services and has the following attributes, we are interested in hearing from you:

- Inquisitive and enjoy interpreting information and problem solving;
- Strong desire to learn and interest in the Investment Management industry;
- Team player, but also able to work effectively alone;
- Personal drive and determination, self-starter with a 'can do' attitude

### **How to apply**

Make your application to [recruitment@mirabaud-msl.com](mailto:recruitment@mirabaud-msl.com).

Please send your **CV and a cover letter including your answers to the following 3 questions in 250-300 word each.**

- Why are you applying to us for this trainee program?
- What evidence can you give us that you are someone with personal drive and determination?
- Tell us about a financial news story that you found interesting and why?

### **Key dates**

- Applications close: 31<sup>st</sup> May 2022
- Interviews to take place: 1st June 2022
- Start date: ASAP