

At H2O, the Client Services Team is responsible for growing our existing client base, specifically in relation to our offshore investment funds; with a view to establishing and maintaining profitable investment relationships.

Reporting directly to the Client Services Managing Director and working alongside the current Client Service Team Members, this role offers a great opportunity for a business-development focused professional to add value to a fast growing business.

Key responsibilities of this role will include:

- Identifying prospective clients independently with a view to developing a relationship and raising capital.
- Undertaking proactive day-to-day client relationship management tasks including providing factsheets and updates on investment strategies, performance analysis, and market commentaries.
- Responding to client investment and performance queries.
- Carrying out portfolio modelling and analysis to improve the quality of information we provide to our clients.
- Creation and maintenance of RFP and Company/Product Profiles.
- Maintaining a close working relationship with the Portfolio Managers to ensure a strong knowledge of fund performance and investment strategies.
- Proactively identifying and developing working practices to improve performance and efficiency of the team.

Interested? If you have some of the below attributes and experience we'd love to hear from you!

- Degree-level qualification in Economics/Finance/Capital Markets.
- Experience working within asset management, or a strong working knowledge of hedge funds or capital markets.
- Advanced proficiency in using Excel and PowerPoint
- Excellent written and spoken English. Additional languages desirable but not essential.
- Proven ability to develop and maintain strong working relationships.
- Proven ability to inspire client confidence.
- A bold, articulate and resilient personality.
- A team player.
- A desire to continuously develop your technical knowledge and understanding of Capital Markets.
- Willingness to travel worldwide.