

At H2O, the Client Services Team are responsible for working with 3<sup>rd</sup> party Sales Agents, mostly Natixis Investment Managers Sales Officers, to both maintain existing client relationships and indirectly drive sales by inspiring confidence in H2O's product range.

Working alongside the 7 current Client Services Team Members, this role offers a great opportunity for a capital markets focused service professional to gain broad knowledge of all aspects of asset management and add value to a fast growing business.

**Key responsibilities of this role will include:**

- Undertaking proactive client relationship management tasks including providing factsheets and updates on investment strategies, performance analysis, and market commentaries.
- Responding to Client/ Sales Officer investment and performance queries.
- Developing a strong working relationship with Natixis Investment Managers Sales Officers, developing their knowledge of H2O's product range and providing expert insight to clients if and when required.
- Carrying out portfolio analysis to improve the quality of information we provide to our clients.
- Edition and maintenance of RFP and Company/Product Profiles.
- Maintaining a close working relationship with the Portfolio Managers, proactively providing feedback on Client product demands and ensuring 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 capital markets.
- Advanced proficiency in using Microsoft Office – Word, Excel, PowerPoint, and Outlook.
- Excellent written and spoken English. Additional languages, particularly Spanish, desirable but not essential.
- Proven ability to manage a demanding client base and balance priorities.
- Proven ability to develop and maintain strong working relationships.
- Proven ability to inspire client confidence.
- An articulate and resilient personality.
- A team player.
- A desire to continuously develop technical knowledge and understanding of Capital Markets.
- Willingness to undertake some travel at a later stage.