

February 2023

Role:	Marketing & Client Service Analyst
Functional Area:	Sales and Marketing
Office:	London
Reporting to:	Head of Client Services
Contract:	Permanent

A great opportunity has arisen for an Marketing and Client Service Analyst to join an entrepreneurial, established, and successful asset manager with a strong market reputation and track record run by unassuming high-calibre professionals with ambition and an appetite for growth. We have offices in London, Hong Kong, New York, and Japan.

TT strives to hire excellent individuals no matter who they are or how they got there. We are an equal opportunities employer welcoming people regardless of their sex, marital status, ethnic origin, sexual orientation, religious belief, or age. We recognise the benefits of neurodiversity and encourage anyone with the skills and experience required to apply. We offer hybrid working and endorse flexibility.

Marketing & Client Service Analyst

The Sales & Marketing team at TT is a busy team with 8 people based in London, 2 in New York, 2 in Hong Kong and 1 in Japan. This role is involved in the process of retaining and adding to the firm's client base, whilst at the same time increasing your own knowledge and capabilities across the investment management industry.

Role and responsibilities

- Manage the production of updated marketing and client review presentations on a monthly, quarterly and ad hoc basis;
- Work closely with TT's outsourced presentation provider to ensure that data and materials are the most up to date, ensuring as little manual work as possible in the production of presentations;
- Responsibility for updating quantitative entries in external consultant databases and third-party data providers;
- Responsibility for the production of regular monthly and quarterly bespoke client reports to strict deadlines;
- Responsibility for the production of Fund factsheets;
- Maintain the firm's website, ensuring that it includes the latest fund documentation, replying to queries through the website from clients and prospective clients;
- Provide client service support and assistance to Relationship Managers as required.

Key skills and experience include:

Essential

- Excellent numeracy and literacy skills;
- High degree of attention to detail – accuracy is critical;
- Strong work ethic – taking responsibility for tasks from beginning to end within strict deadlines;
- Good interpersonal communication skills - able to work well with various types of people at all levels of the firm;
- Strong time management - prioritise and plan your work, managing competing demands. Able to deal with frequent change, delays or unexpected events.;
- Experienced in using Microsoft Office suite of applications – especially Excel and PowerPoint;
- Interest in global economics and finance.

Desirable

- Work experience in the financial sector;
- Ability to code in Python or exposure to VBA/ Power BI.