

Joining Mirabaud, means entering an entrepreneurial and innovative environment. With the 7th generation of the Mirabaud family working within the bank, the culture is that of a family business. With over 750 employees based in 10 countries worldwide, Mirabaud offers opportunities to develop one's career across an international network of 16 offices.

Presentations and RFP Manager (12 months contract) Mirabaud Asset Management

A day in your future job:

Responsible for the delivery of marketing services critical to business development success. This role manages a small team and their outputs are summarised below:

- RFPs and DDQs – provide high quality and accurate documents for prospects and existing clients to win and retain and retain assets;
- Presentations and sales aids – create and maintain engaging materials to support pitches, events and client servicing;
- Consultant databases – ensure all relevant databases are populated with up-to-date, high quality information about our products and business;
- The Presentations and RFP manager may also assist in screening and prioritising RFPs by reviewing requirements and making suggestions on whether or not to proceed.

Your assets to succeed:

- Minimum 5 years in asset management, producing RFPs and presentations. Team management or supervision experience required;
- Industry Experience: at least 5 years in a similar role working across European Financial campaigns;
- Stakeholder Management: Ability to manage a variety of stakeholders to assess and prioritise their requests to support the business goals;
- Communication: Ensure stakeholders and wider teams are consulted and informed as necessary;
- Marketing knowledge: Must have an appreciation for the best collateral format for a piece of content or channel;
- Ability to work under pressure; managing multiple projects while producing quality work with attention to detail;
- Strong communication skills, verbal and written, with ability to interact with various management levels and internal clients in a complex work environment, including internal clients at remote sites;
- Detail-oriented with excellent organization and project management skills;
- Self-motivated with the ability to prioritize and execute tasks to meet strict deadlines;
- A well-organized and self-directed individual who is able to work with minimal amount of supervision;
- Strong analytical skills and ability to spot inaccurate or inconsistent data;
- An entrepreneurial spirit along with a strong sense of ownership;



Jump on the boat!

- Family-friendly and dynamic environment;
- Direct impact on the business, no matter your position or seniority;
- Work in an environment that encourages autonomy and entrepreneurship;
- Flexible working arrangements to help you achieve a better work-life balance;
- Variety of cultural and sporting activities during your free time;
- Inclusion and equal treatment;
- Various employee benefits & family friendly benefits.

Apply now: recrutement@mirabaud.com

Notes:

- *Please send us your CV in English.*
- *Only candidates selected for an interview will be contacted. Many thanks for your understanding.*

