



Job Title

Associate, Marketing & Client Service

Company Information

Analytic Investors is a leading quantitative investment management firm dedicated to providing top quality investment products to the institutional investment community. The firm currently manages more than \$7.5 billion of assets, including more than \$1.5 billion in hedge funds, or absolute return oriented products.

Due to the continued growth of the firm, we are looking to add a highly qualified member to the Sales, Marketing & Client Service team. Our sales and client service approach is highly technical and consultative. As a result, we are seeking candidates with strong analytical, quantitative and/or technical investment backgrounds.

Job Description

The individual will be responsible for supporting senior sales and client service staff. They will also be expected to work effectively as part of a team and be able to take direction from multiple team members. Strong interpersonal skills are also required. Specific responsibilities will include items such as the completion of written sales proposals, in-depth competitive analyses, development of customized sales materials, maintenance of client and prospect databases, and completion of client attribution reports.

This individual will work alongside three other Associates in the Sales, Marketing & Client Service team. Given the stage of the company's development, this is a critical role that will have visibility into all areas of the business. It is also a role that will require a significant commitment to the company's growth.

- Client Support – Prepare analytical and detailed cross-selling proposals and presentations for submission to clients. Evaluate various product structures using statistical and financial measures. Prepare briefing papers summarizing results.
- Prospects – Work closely with senior team members to follow up on prospective business opportunities. Assist senior team members with follow up activities resulting from meetings and phone calls with prospects. Prepare initial drafts of written proposals and research to support proposals.
- Competitive Analysis – Research and prepare peer group analysis using analytic tools such as Zephyr and eVestment Alliance.
- Client Reporting and Attribution – Complete attribution work for client reporting via analytic tools such as Wilshire Atlas. Prepare and send out client reports. Participate in periodic conference calls with clients.
- Request for Proposals (RFPs) – Manage the completion of RFPs received by the firm.
- Marketing Materials – Update and maintain specific marketing materials.

Requirements

- Highly motivated and organized
- Strong critical thinking and problem solving skills
- Outstanding quantitative / technical skills
- Excellent written and verbal communication skills
- Institutional investment industry knowledge a plus
- Excellent (i.e. advanced level) computing skills and strong aptitude for learning new software programs
- Ability to work effectively in a multi-tasking environment with multiple reporting lines
- Undergraduate degree required (technical degree preferred)
- MBA, MA, CFA, CPA, or equivalent a plus
- Minimum 2-3 years of work experience in fast paced environment such as strategic consulting, investment banking or investment management

Company Benefits

Analytic offers a generous compensation structure including a competitive salary, health care benefits, educational assistance, and 401(k) plan, as well as other benefits to meet your personal and professional needs.

How to Apply

If you are interested in joining a dynamic team of professionals, please submit your resume in world format to Human Resources at: jobpostings@aninvestor.com. Resumes may also be submitted via U.S. mail to our office located at 555 West Fifth Street, 50th Floor, Los Angeles, CA 90013, Attn: Human Resources.

Analytic Investors LLC is an Equal Opportunity Employer (EOE). All qualified applicants will receive equal consideration for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law.