

THE ALTERNATIVE INVESTMENT COMPANY

Aquila Capital develops alternative investment solutions for institutional investors worldwide. Founded in 2001 and owner-managed, the investment company considers itself a fiduciary for its clients and applies a holistic approach to managing customised real assets and financial assets

Aquila Group's client base consists predominantly of institutional investors in Europe and Asia.

Over 200 professionals located in ten offices globally implement efficient investment strategies via fund structures and individual mandates. The Aquila Group comprises Aquila Capital Investmentgesellschaft mbH, which is licensed by the Federal Financial Supervisory Authority (BaFin) to act as an alternative investment fund manager in Germany, and Alceda Fund Management S.A., which is licensed as an alternative investment fund manager and UCITS management company in Luxembourg by the Commission de Surveillance du Secteur Financier (CSSF).

Our office in Amsterdam / Schiphol is seeking a

(Junior) Team Assistant Client Advisory | Real Assets

You will be joining the small Netherlands branch of a dynamic and international organisation.

Your task profile

- Support sales processes, help preparing presentations and follow up materials
- Help organising client events
- Maintenance of the CRM system
- Support the sales team with internal and external meetings, write meeting minutes for team meetings
- Office management tasks including ordering and managing office supplies, and take responsibility for the office equipment
- Support the Amsterdam team with agenda management, travel bookings and expense reports
- Coordinate with various departments at the headquarters and local offices

Our requirement profile

- 1-3 years of professional experience in the field of financial services, professional experience in sales is a plus
- Very structured, organised, independent, careful and discrete way of
- Proactive self-starter experienced with working in an international / financial services environment
- Enjoying a dynamic environment with a multitude of tasks
- Open and loyal personality, commitment and a hands-on mentality
- Service oriented and commercial mindset
- Well-versed handling of the MS Office Package (Word, Excel, Outlook), CRM (Salesforce)
- Very good knowledge of spoken and written English and Dutch, German is a plus
- HBO working level is required

Your perspective

As a forward-looking company, the Aquila Group combines focus, foresight, ambition and entrepreneurial responsibility with team spirit and a very high degree of collegiality. This creates synergies that, combined with the talents of our employees, are crucial for the long-term success of our company.

The job advertisement appeals to you and you have the required qualifications?

Then we look forward to receiving your complete application documents stating the name "Team Assistant Sales (part-time)" and your salary expectations and availability. Please use our application form.

Aquila Capital

Human Resources

Valentinskamp 70

20355 Hamburg

<http://www.aquila-capital.de>