

THE ALTERNATIVE INVESTMENT COMPANY

Aquila Capital develops innovative investment solutions for institutional investors worldwide. Since its founding in 2001, the owner-managed company has acted as a trustee for its clients and follows a holistic approach in the management of customized real and financial assets.

The Aquila Group's customers primarily consist of institutional investors in Europe and Asia. More than 200 employees at ten locations around the world work on executing efficient investment strategies in the form of fund structures and individual mandates. The Aquila Group includes both Aquila Capital Investmentgesellschaft mbH, licensed by the German Federal Financial Supervisory Authority (BaFin) as a capital management service company in Germany, and Alceda Fund Management S.A., authorised by the CSSF as an AIFM and UCITS management company.

Our office in London is seeking an

Office Assistant (f/m/d)

Your responsibilities

- 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 London team with agenda management, travel bookings and expense reports
- Coordinate with various departments at the headquarters and local offices

Your qualifications

- 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, German is a plus
- HBO working level is required

Your prospects

The Aquila Group is a future-oriented company that combines focus, far-sightedness, ambition and independent entrepreneurial responsibility with team spirit and an outstanding corporate climate to create synergies. Combined with our employees' talents, these synergies are the key to the long-term success of our company.

Do you feel that this job is right for you? Do you have the skills and qualifications we are looking for?

Then we look forward to receiving your complete application, including your salary expectations and earliest start date, via our online tool.

Aquila Capital Concepts GmbH

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