

Tabula Investment Management - ETF Investor Relations Internship



London - January 2020

Tabula Investment Management Limited

Tabula is a London based asset manager focused on passive fixed income. It offers a range of UCITS funds to European institutional investors, mainly in the form of ETFs. Aimed at filling the gaps in the fixed income ETF space, Tabula's ETFs provide unique solutions to achieve greater control of the risks and rewards inherent in institutional investing.

We are looking to hire a full-time intern to provide Investor Relations support for a minimum of six months, starting as soon as possible.

Investor Relations is focused on managing Tabula's external facing activities and enhancing the effectiveness of the Coverage group.

Key responsibilities:

- Prepare and maintain marketing materials, including website and presentations, ensuring all materials are kept up to date
- Assist with inbound investor enquiries, ad hoc questions and standard due diligence materials
- Maintain and develop CRM system and extract insights into client data
- Undertake fund and market research
- Develop processes to enhance internal efficiencies

Required skills and experience:

- First class academic background
- Previous experience in financial services preferred, ideally asset management or investment banking
- Demonstrable interest and knowledge in ETFs and fixed income is desirable
- Essential: strong quantitative, Microsoft Excel (including VBA) and PowerPoint skills
- Desirable: experience in digital marketing, website development, inbound marketing and knowledge of relevant programming languages
- European languages, especially French/German or Italian preferred
- Strong communication skills
- Ability to work under pressure

To apply:

Please email your CV to IR@tabulaim.com to apply for the placement in our London office.