

Tabula Investment Management - ETF Investor Relations Internship



London - September 2020

Tabula Investment Management Limited

Tabula is a London-based asset manager focused on fixed income. We offer a growing range of differentiated UCITS ETFs and funds to European institutional investors. Our ETFs provide unique solutions in the fixed income space, and help investors 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, with an immediate start.

Investor Relations is focused on managing Tabula's external-facing activities and enhancing the effectiveness of the Coverage group. This opportunity will provide support for our French speaking clients and prospects.

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
- Fluent French speaker with professional level of English. Italian and German desirable
- Strong communication skills
- Ability to work under pressure

HOW TO APPLY

Send a copy of your CV to IR@tabulaim.com including three short bullet points covering why...

- 1. You are suitable for the role**
- 2. How your education or work experience is relevant to our business**
- 3. What direction you hope to take your career in**

PLEASE ONLY APPLY IF YOU...

- a) have permission to work in the UK**
- b) speak French natively and are fluent in English**
- c) are able to work full time (we have plenty of space for social distancing)**
- d) are available to start immediately**
- e) are available to work for the next six months or more**