



# Investor Relations, Business Development & Marketing Intern

Experience level : Stage ou apprentissage

Entity : SYZ Capital

Office : Pfäffikon

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Syz Capital is a Swiss based Alternative Asset Manager specialized in private market funds, direct investments and hedge funds. Syz Capital provides private and institutional investors unparalleled access to quality opportunities across liquid and illiquid alternative investment ecosystem. Uniquely positioned to understand the needs and challenges facing investors, Syz Capital's flexible platform offers diversified portfolios across alternatives focused primarily on uncorrelated investments.

**Job purpose:**

Are you looking for an opportunity to develop and acquire new skills and gain experience in a fast-growing alternative asset manager? Are you motivated and self-driven? Do you like to work independently and in a fast-paced environment?

We are looking to grow our Business Development Team in Pfäffikon and you will be supporting Syz Capital's Sales and Marketing team in various marketing, operational and administrative matters. This position reports to the Head of Business Development and Investor Relations.

## Key responsibilities

- Provide administrative support to the business development and IR team
- Responsible for keeping the CRM up to date
- Responsible for improving the CRM's capabilities
- Be involved in Investor Relations tasks across the full cycle as well as ad-hoc requests
- Develop fundraising materials across various private markets offerings; especially presentations and due diligence questionnaires
- Support market research and client mapping across different investor segments and countries to supporting the capital raising efforts
- Produce quantitative and financial data and reports
- Help in filling out RFP's
- Support organizing events such as investor meetings and roadshows
- The possibility to participate in client calls and meetings

## Your profile

**Academic Profile and Professional Experience:**

- Bachelors Degree from a leading university in either Banking & Finance, Economics, Management/Business Administration
- Ideally relevant working experience in Alternative Investments or Asset Management/ Consulting
- Prior experience in business development/IR/marketing is a plus

**Soft Skills Required:**

- Reliable, pro-active, self-starter, diligent
- Strong organisational and project management skills
- Detail oriented
- Team player, flexibility, strong drive and pro-active attitude
- High integrity, independent and individually motivated

**IT Skills and Languages Requirements:**

- Fluent English, German is a plus
- MS Office
- Excellent capabilities in Excel, PowerPoint and Word
- Previous CRM experience is a plus