

### Job Description

Title	RFP/DD Analyst
Department	Client Experience: Client Servicing
Location	Luxembourg
Reporting Line	RFP / DD Manager
Type of contract	permanent

#### **Background:**

The successful candidate will be joining the Client Servicing team which is part of the Client Experience division of Carmignac, an independent financial asset management company founded in 1989. Our values are at the heart of our identity and define our daily behavior: Independence, Team Spirit, Courage, Accountability.

We are partners actively committed to our clients, transparent in our investment decisions and always assuming our responsibilities. With capital entirely owned by its employees, Carmignac is one of the European leaders in asset management and operates from 7 different offices.

Today, and always, we are committed to giving the best of ourselves to actively manage our clients' savings over the long term.

#### **The role:**

Carmignac is seeking a business oriented individual with relevant experience to strengthen its RFP/DD team. Working within the Client Servicing Team as the Analyst of the RFP/DD team, you will be involved in Client Due diligences & On-site client Due Diligences and RFPs. You will contribute to the digitalization process via DOOR, coordinate consultants databases activity and work with stakeholders such as sales and product specialists.

The role will entail working effectively with several teams in the company (Product Specialists, Sales, Risk, Compliance, Middle Office, Reporting etc.) to facilitate effective completion of Due Diligence questionnaires. The candidate will, under the guidance of the RFP/DD Manager, participate in the improvement of the BAU activity and in the development of team and firm-wide projects. Being part of the Client Servicing and the wider Client Experience team means that the role holder will be expected to deliver the best client service and contribute towards relevant project work.

The team is based in London and Luxembourg. You will be based in Luxembourg with some travel across the other two offices in London and Paris.

#### **Amongst other duties, the successful applicant will:**

- Respond to RFP/DDQ/RFI questionnaires & other ad hoc client's requests focusing on the requests originating from our French Sales team Paris
- Maintain DOOR and Standard DDs with the latest up to date information
- Help to maintain consultant databases (Evestment) in coordination with Moody's - our outsourced partner
- Coordinate knowledge sharing with teams across the firm (Product Specialists, Sales, Risk, Compliance, Middle Office, Reporting etc.) to improve, update and expand our overall content base on Qorus
- Improve the content of due diligence questionnaires and standard due diligence questionnaires

**Attributes:**

- French at native-level and English fluency is essential
- Several years of experience in a similar fund management environment, ideally in an RFP/DD team working with PMAPS, Qvidian or Qorus
- Previous experience working with ESG Funds, ESG reporting or marketing
- Strong written, communication skills and numeracy
- Excellent understanding of the fund management industry, asset classes, philosophy, process, financial instruments and types of clients / investors and their typical needs
- Good organizational skills – ability to manage different deadlines and priorities and ensure timely delivery
- Proactive and solution oriented – ability to anticipate future requirements, and determine information which may be of interest to distribution
- Ability to own and see tasks and projects to completion
- Strong interpersonal skills – ability to build good relationships with internal content contributors and internal clients

To apply please contact Sophie Derobert, HR