



Performance in Private Equity, Private Debt and Infrastructure

We are looking for:

Alpha Associates is an independent private equity, private debt and infrastructure manager and advisor based in Zurich, Switzerland. We are an international team of more than 50 and are looking for a motivated individual to join our Investor Services & Marketing Team. The firm is owned and managed by its founding partners and is an asset manager regulated by the Swiss Financial Market Supervisory Authority (FINMA). Our working languages are German and English. We manage funds-of-funds and customised accounts for institutional clients worldwide. We make primary fund commitments, direct co-investments and buy mature portfolios in secondary transactions.

In the course of our continuous growth and for the reinforcement of our Investor Services & Marketing Team, we are looking for a

Investor Services & Marketing Professional, 100%

The appointee will have the following tasks and responsibilities:

- Compiling information for, designing and producing presentations for investor meetings as well as marketing and fundraising materials for various products and investor target groups
- Compiling information and data for RfP processes interacting with various teams inside the firm
- Coordinating, editing and managing the distribution of investor reports and investor communications
- Responding to investor queries and queries of administrators and other service providers

Candidates must have a university degree and at **least 3 years** of working experience in the **financial services** industry, ideally in **private markets** and in a **marketing** function. Fluency in written and spoken English and **German** are a must.

Candidates should be fast learners, good at working with quantitative data, have good **writing skills** and have a passion for supporting the sales team with strong **presentations**. We are looking for team players who at the same are efficient and diligent in performing their tasks independently.

Starting date upon agreement.

Are you interested?

If you would like to join a company with a dynamic and team-oriented culture, please send your complete application in English to Daniela Watter: daniela.watter@alpha-associates.ch
