

Investment Writer - RFP Onsite - Central London

About Copylab

Copylab is a fast-growing investment writing and content marketing agency. We aspire to be the leading investment-writing agency in the world, and employ over 60 people globally. We are looking to recruit an RFP Writer for one of Copylab's asset-management clients in London.

About the role

The role will manage and produce RFPs, RFIs, DDQs and other documents across all asset classes, related to a) the growth of new business, b) the maintenance of existing business; and to maintain back up as required. The Proposal Specialist will need to be a self-starter and be able to be up and running as soon as possible. A good grounding in institutional business an advantage.

Necessary skills

- Strong experience in RFP writing, preferably in the asset management industry;
- Proven RFP writing, proof reading and analytical skills;
- Understanding of equities and fixed income (sufficient to complete RFPs);
- Good written English and application of English grammar; *very fine attention to detail*;
- Strong organisational abilities and ability to multi-task;
- Excellent client focus;
- Ability to work under pressure and to strict deadlines;
- Ability to work both as part of a team and independently;
- Reasonable level of numeracy; reasonable understanding of financial data;
- Strong PC literacy and advanced MS Word skills;
- Willingness to follow processes and adopt new procedures; proactive approach to maintaining the information flow within the team;
- Good communicator; able to build effective working relationships with team's key stakeholders

Desirable

- Ability to use content database – Qvidian

Salary and benefits

Salary depending on experience. Please state your current salary when you apply.

Working days & location

The role is full-time (five days per week) for the final three weeks in quarter-end months (January, April, July and October), and part-time (three consecutive days per week) outside of these times.

Start date

This is a six-month maternity cover, with potential for extension. We would like the successful candidate to start in July. Please indicate any notice period with your current role.

Apply

Please apply to Kirstie Speed, HR Manager of Copylab, email careers@copylab.co.uk.

Please submit your CV and describe why we should consider you for this opportunity.

No agencies please.