

RFP Writer

Various freelance and contract opportunities

Central London

Copylab is a fast-growing investment writing and communications agency. We aspire to be the leading investment-writing agency in the world, and currently employ more than 60 people globally. This role will provide RFP writing services for one of Copylab's asset-management clients in the City of London.

About the role

We are looking for experienced RFP writers/editors to join our team. We have a number of asset-management clients who are increasingly looking for us to provide them with writers with direct experience in writing RFPs and DDQs. As a result, we are now looking to expand our team in this area.

We're looking for individuals who need minimal training, who have the confidence and experience to be self-starters and get up and running quickly with whatever projects we offer. Our roles are likely to include:

- sourcing information from within your client companies to answer questions
- customising answers to similar-yet-different questions
- liaising with other writers within Copylab and our client companies
- learning about how our client companies operate and how they manage their funds

It's essential you have all of the following skills:

Experience in writing RFPs and DDQs in the asset-management industry

Proven RFP writing and analytical skills

Experience of working on RFP databases such as Qvidian, Incite, Qorus and RFP Machine

Good written English and good knowledge of English grammar

Excellent attention to detail and good proofreading skills

Strong organisational abilities and ability to multitask

Reasonable level of numeracy and understanding of financial data

Strong PC literacy

Good communicator

It would be desirable if you have:

Investment qualifications such as the IMC

Client focus

Ability to work under pressure and to strict deadlines

Ability to work both as part of a team and independently

Mature approach to working relationships within a firm

Daily rate

DOE

Apply to:

Please apply to Kirstie Speed, HR Manager at Copylab, by emailing careers@copylab.co.uk

In your application, describe why we should consider you for this opportunity and why you want to join our team. Outline your previous experience.

No agencies please.