

**Title:** Administrative Assistant

**Location:** North America – working remotely

**Position reports to:** Managing Director, North America

### **About Copylab**

Copylab is the global leader in investment writing and investment communications. The company is headquartered in Glasgow, Scotland. Its North American operations are based in Boston, with additional locations in New York City, Chicago and San Francisco, while it maintains an international presence with offices in Singapore, Hong Kong, Edinburgh, London, Paris and Zurich. With a team of more than 100 people across the globe, Copylab supplies many of the world's largest asset managers with financially astute investment writing and creative marketing communications.

Established in 2006 in the UK, Copylab has built up an enviable reputation and a stellar client list, including 13 of the world's 20 largest asset managers by AUM (according to IPE). Demand for Copylab's services has increased significantly in that time, and our North American division has grown revenue 250% each year since we incorporated, so the company here is growing rapidly.

Copylab's employees have an industry-leading combination of investment expertise and creativity. The company's flexible structure and global footprint gives it an unrivalled ability to meet the needs of clients worldwide, whether in fund reporting, content strategy & creation, process management of creative marketing communications and now design.

### **About the role**

This role will be responsible for supporting Copylab's North American division with administrative assistance. The ideal candidate is someone with great organizational and communication skills, is a team player and is excited about being part of a growing company.

The candidate will work closely with the North American team, responsible for the following tasks:

- Assist the Director of Strategic Planning with all aspects of recruitment, including posting job ads, reviewing writing tests, and identifying resource needs.
- Assist the Managing Director with scheduling, entry level finance support, research needs and other organizational tasks as needed.
- Coordinate with outsourced IT vendor to set up emails, manage distribution lists, and liaising with IT on any tech issues or concerns.
- Support Director of Development as needed with organizing client samples, scheduling, and other tasks on an ad hoc basis
- Become familiar with Copylab's clients and in some instances, where appropriate, serve as additional support for client relationship management. This includes but is not limited to joining client calls, being the point person on client requests, or overseeing the writers on a project.

The role is part-time to start but could develop into a full-time role based on the candidate and their interests.

This role has particularly busy periods at certain times of the month and quarter. These “core periods” are typically business days (BD) 1–10 at month end and BD 1–15 at quarter ends. Holidays during core periods are strongly discouraged, as these are critical periods for us and our clients.

**You must have:**

- Knowledge of investments and capital markets
- Experience working in the asset management industry
- Experience working in a marketing department and understanding of content strategy
- Experience writing and editing content and understanding of the fund reporting process
- Outstanding organizational skills and project management experience
- Focus on quality and attention to detail
- Great interpersonal skills, client service and relationship management
- Confidence dealing with senior people
- Expert knowledge of MS Office (Word, Excel, PowerPoint)
- Ability to work quickly to tight deadlines
- Entrepreneurial spirit
- Undergraduate degree

**Salary**

Competitive commensurate to experience and skillset.

**Apply**

Please apply to Kirstie Speed, HR Manager of Copylab, email [kirstie@copylabgroup.com](mailto:kirstie@copylabgroup.com)

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