

RfP Manager

Sparinvest seeks a committed RfP Manager with responsibility for providing insight about the needs of the institutional client base in Sparinvest's target markets, as well as delivering well-structured and compelling answers to RfP requests received. Strong knowledge of the investment industry and asset class behaviour is required as well as excellent written English language skills and fluent Danish.

As our RfP Manager, you will play an important role in strengthening our Sales team by providing insight into the needs and flow of the institutional segment of the market. You will be responsible for driving the RfP process, taking pride in the delivery of timely, well-structured and convincing responses which will make an effective contribution to Sparinvest's institutional sales activities in Denmark and internationally.

Key Responsibilities

- Driving the process of writing and creating high quality responses to RfP's.
- Acting as primary contact for external consultants (such as Mercer, Cambridge, Towers Watson), including day-to-day handling of enquiries and relationship development.
- Handling and development of client segmentation analyses supporting successful sales strategies.
- Improving standards and procedures in relation to the handling of RfP's etc.
- Assuming managerial responsibility for a Student Assistant who will handle database updating, minor analysis tasks and various ad-hoc assignments.

Your profile

Experience from the financial sector, preferably from an investment company and a keen interest in financial markets and institutional sales, is required. It will also be a requirement to possess a master's degree in a field such as business administration, finance, economics, or similar.

In addition, your profile should also match the following requirements:

- Business-level proficiency in both Danish and English languages;
- The ability to work in a fast-moving, entrepreneurial environment;
- Excellent interpersonal and communication skills;
- The ability to work to tight deadlines and use own initiative, with a positive 'can-do' attitude;
- A structured and disciplined work ethos;
- A strong analytical and problem-solving mind-set, with attention to detail;
- Responsible and capable of self-management.

We offer

A challenging job in a busy and dynamic organization, with 150 knowledgeable, helpful and motivated colleagues, employed at our offices in Luxembourg, Paris, Stockholm, Randers and Copenhagen. Your primary place of work will be at Sparinvest's office in Copenhagen.

As an employee of Sparinvest, you have a large degree of influence on your work and your workplace, where the tone is informal. Sparinvest offers excellent opportunities for career and personal development. The pay package is attractive and negotiable according to qualifications.

Starting date and application deadline

We wish to fill the position asap, and we will be interviewing on a continuous basis. Send your application and CV labelled "Sparinvest Denmark – RfP Manager" to mail@sparinvest.dk. All applications will be treated confidentially.

If you have any questions please contact Deputy Chief Sales Officer Thomas Valentiner on thv@sparinvest.dk or +45 5131 3132.

Read more about the Sparinvest Group at sparinvest.dk or sparinvest.eu.