



## **Investment Assistant**

### **KEY RESPONSIBILITIES**

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1. Provide support works for the Investment team
2. Assist in the preparation of high quality marketing materials, market commentary, investment reporting and tracking for all periodic reports and newsletters
3. Assist the Investment team to coordinate and support investment projects, attend regular project meetings, record meeting minutes and prepare action plans
4. Provide full professional and administrative support to the team, including publications, handle confidential information and maintain the security of records and files
5. Proactively manage scheduling/coordinating internal and external meetings, conference calls, liaising with teams/departments across the firm and ensure forward planning for meetings, events and deliverable
6. Complete ad hoc projects as necessary

### **KEY SKILLS**

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1. Degree holder in Economics and Finance or Business Administration
2. Knowledge in alternative investments and investment funds is required
3. Experience in marketing and investor relations is a plus
4. Proficient in MS Office applications, Bloomberg; proficient in Photoshop is a plus
5. Excellent communication and interpersonal skills
6. Self-motivated, flexible and ability to work independently under pressure
7. High proficiency in both written and spoken English, Putonghua, and Cantonese; proficient in Japanese and/or Korea is a plus

Interested candidates, please send your full CV together with the following to [hr@stifg.com](mailto:hr@stifg.com):

- a. Expected Salary
- b. Current Salary
- c. Reason for leaving current and past employments