

INVESTOR RELATIONS ASSISTANT (M/F/D)

We're a leading European private equity asset manager focusing on fund investments and direct investments.. The fund investment team is focused on Europe's best performing private equity teams of today and the most sophisticated managers of tomorrow. The focus here is to invest in the smaller end of the European private equity market. The direct investment team is focused on growing and profitable medium-sized companies in German-speaking countries. Since its founding in 1969, NORD Holding has successfully supported over 170 investments and was recently named the most active Mid-Market Buyout Fund 2020.

YOUR RESPONSIBILITIES

- Support of Investor Relations and Communication activities
- Work closely with the IR responsible Managing Partner and CFO
- Help the fundraising consultants to manage their network
- Provide strong administrative support including drafting of internal correspondence, reports and presentations
- Assist organization and preparation of meetings
- Develop marketing and pitching materials
- Keep the CRM system up to date
- Identify proactively areas where additional support can be provided

YOUR PROFILE

- Strong academic record
- 2+ years of experience in an investor supporting, assistant or similar function
- Interest in economic correlations and financial understanding
- Distinctive project management skills and a service-centric mindset
- Competence to research problems and make recommendations for solutions
- Ability to work in a fast-paced environment with rapidly changing priorities
- Ability to work independently and with minimal direction
- Proficiency in Microsoft Office (PowerPoint, Excel, Word)
- Strong communications skills – excellent English skills (written and verbal)
- Location: Berlin

YOUR APPLICATION

We are looking forward to receiving your application documents (CV + certificates) by e-mail to recruitment@nordholding.de.