

AXONIC

INVESTOR RELATIONS ASSOCIATE

Summary

NYC-based structured credit investment manager is seeking to add an Associate with 3-4 years of relevant experience to join Investor Relations/Business Development team. The successful candidate will be a self-starter, dynamic, motivated, organized and detail-oriented individual.

Virtual Office Tour: <https://www.axoniccip.com/about/>

Responsibilities

- Support the Investor Relations/ Business Development team in providing best in class service to our investors
- Oversee report creation and data management (monthly risk reports, internal investor overview reports etc.)
- Manage investor information requests, including due diligence questionnaires (RFPs, RFIs, DDQs)
- Update firm and fund marketing presentations and distribute monthly/weekly investor communications
- Maintaining and updating a shared database of investor data and producing key operational reports using the firm's client relationship management (CRM) system, Clienteer/Dynamo
- Research information related to prospective investors and new business development initiatives
- Contributing to additional project-oriented work (e.g. Compliance initiatives, new product launches, fund restructurings/changes, changes to client reporting)
- Coordinate on-site operational due diligence meetings

Job Requirements

- 3-4 years' of work experience in financial industry or strong internships
- Excellent verbal and written communications skills
- Strong skills in Excel, Word and PowerPoint (MUST be highly proficient in Excel)
- Aptitude for complex investment concepts
- High level of precision in a fast paced; deadline driven environment
- Ability to make connections among different tasks and apply consistent methodologies
- Excellent written and effective oral communication skills
- Strong organizational skills; logical thinker
- Team player, but able to work independently and with minimal oversight; exhibits appropriate discretion
- Must be able to multi-task

About the Firm

Axon Capital is an investment firm that focuses on structured credit, mortgage and real estate strategies and manages approximately \$4.2 billion in assets. Headquartered in New York City, Axonic employs approximately 57 professionals.