

FINVENT

SOFTWARE SOLUTIONS

Marketing & Sales Assistant

Finvent Software, since 2000, is the exclusive distributor of SS&C Advent Software and KlarityRisk solutions, a FactSet partner and a professional services delivery organization, with clients in over 15 countries in Europe and Africa. Via our deep understanding of the buy-side investment sector we also developed our own award-winning solutions. Our core focus is aimed exclusively on organizations such as wealth managers, private banks, asset managers, family office and funds of various types including pension and hedge funds.

Responsibilities:

- ✓ Assist Sales & Marketing with lead generation
- ✓ Design, implement, deploy and maintain our existing Salesforce.com
- ✓ Assist in the creation, streamlining and delivery of marketing materials to prospects globally
- ✓ Work with IT on Website administration
- ✓ Act as CEO personal assistant, as needed.
- ✓ Aim to assist in generating new business and produce happy clients, in partnership with Finvent's most senior resources.

Qualifications

- **Relevant prior work experience** in the Investment Management industry, an Asset Management or relevant consulting practice or a financial software sales support unit.
- Strong IT/technical skills, such as **Salesforce.com**, MS Word, MS Excel and MS PowerPoint is an absolute minimum.
- Excellent communication skills in **English and in Greek** are required. Additional European languages skills are highly regarded and can be very beneficial for effectiveness.
- Prior experience in social media advertising, **online marketing campaigns, Website administration** are a big plus; a positive attitude towards new technologies use is also a requirement.
- A relevant University degree; postgraduate degree is preferred
- A **personable & positive person**, a team player who is eager to cooperate and take initiatives, **self-motivated** and active on a daily basis.
- Some basic understanding and possible experience of financial instruments (stocks, bonds, funds, derivatives), as well as business knowledge of the Investment Management industry will be very helpful
- Strong problem solving and trouble shooting skills.

Benefits

- Competitive compensation package and comprehensive benefits
- A private medical and health plan for employees and their families
- Progressive and continuous training opportunities
- Become part of a mission-driven team which constantly learns and improves
- Be part of a socially responsible entity and with a group of like-minded people

If you've got what it takes to be a dependable Sales& Marketing Assistant and want to work on a hardworking, success-oriented and fun team, then apply today!

CV Submission (in English) & Communication Address:

hr@finvent.com CODE: SMA20

All applications are confidential. Deadline 24 July 2020

Please Respond ONLY if you comply with most Job Qualifications