

JOB TITLE: Request for Proposal (RFP) Associate, EMEA
LOCATION: London

About Neuberger Berman Group:

Neuberger Berman, founded in 1939 is a private, independent, employee - owned investment manager. The firm manages equities, fixed income, private equity and hedge fund portfolios for institutions and advisors worldwide. Globally, Neuberger Berman's team is more than 1,900 professionals spanning offices in 19 countries with \$255 billion in client assets under management as of 30th September 2016. In Europe, the Middle East, Africa and Latin America, the firm has enjoyed rapid growth since regaining independence in 2009, overseeing in excess of \$30 billion of client assets. London serves as the regional headquarters and is complimented by offices in eight further locations with a team of more than 170 professionals. Tenured, stable and long-term in focus, the firm fosters an investment culture of fundamental research and independent thinking.

Neuberger Berman was named by Pensions & Investments as a Best Place to Work in Money Management for three consecutive years. For more information, please visit our website at www.nb.com.

Role Overview:

We are seeking a finance professional to join a global marketing and product development unit serving a broad distribution force covering international regions. The successful candidate will be client-focused with strong multi-tasking skills and the ability to manage all areas of the RFP process under strict deadlines. This is a highly visible and multi-faceted position supporting the continued growth of the firm. The successful candidate will be passionate about RFPs and will gain experience working with a broad spectrum of global professionals including portfolio managers, product specialists, product development and international sales teams.

Primary Responsibilities:

- Responsible for completing RFPs, due diligence questionnaires and requests from sales channels based in EMEA and Latin America
- Work closely with colleagues within the international RFP team to ensure deadlines are met
- Collaborate with subject matter experts throughout the firm to craft accurate responses to standard and customized questions
- Maintain and improve the database of EMEA answers (PMAPS)
- Coordinate and collaborate with the team on various internal initiative projects to support the growth of the firm

Requirements: (essential unless stated):

- University graduate (IMC or CFA qualification is preferable)
- 3+ years' experience in RFP roles preferred
- Broad market knowledge across asset classes (equities, fixed income & alternatives)
- Strong analytical skills combined with a high level of accuracy and attention to detail
- Excellent time management, planning, problem solving skills and organisational skills
- Excellent communication skills, ability to communicate effectively with senior investment professionals and subject matter experts
- Ability to work successfully as part of a team and independently

- Proficient in Microsoft Word and Excel
- Experience using PMAPS is a plus