

# Assistant Portfolio Manager

Banque Havilland offers traditional Private Banking Services to High Net Worth Individuals and Families across the globe. The Bank is committed to providing clients with a highly personal and professional service in all aspects of its operations. The success of this strategy is ensured through our team of highly dedicated employees who contribute to a strong service and client oriented culture.

**The Bank's aim is to enable individuals and families' wealth to safely thrive, to help them fulfil their goals and realise their ambitions for themselves and for the next generations.**

We are currently looking for an **Assistant Portfolio Manager (permanent contract)** to join our discretionary investment team in the head-office in Luxembourg – this is a great opportunity for a graduate with an interest in financial markets to join a fast-growing, yet traditional Private Bank.

The assistant will be working in the Asset Management and Advisory department with the primary function being to support the senior investment managers in the day-to-day running of discretionary portfolios and ensuring a high level of service for the bank's clients and relationship managers. An exciting and rare opportunity to start a career in investment management.

## Key responsibilities

- Implementation and generation of orders across a range of asset classes for discretionary portfolios
- Cash management, FX transactions, account rebalancing and other day to day portfolio maintenance tasks
- Monitoring risk and performance of client portfolios, ensuring compliance with relevant investment mandate rules and restrictions
- Record-keeping, filing of physical and electronic documentation and general administration
- Attendance and minute-taking at internal and external meetings, including the monthly Investment Committee
- Updating and maintaining promotional literature and marketing documentation
- Responding to internal client queries and offering high-level of service to AM clients/private bankers
- Liaise and maintain good working relationships with other teams and functions within the bank
- Develop knowledge and understanding of portfolio management and financial markets

## You have

- Degree in a relevant subject from an established University
- Strong IT skills, including Excel. Coding ability (e.g. excel macro/Python) would be an advantage.
- Professional behaviour, diplomatic skills, good attention to details
- Strong organizational skills and ability to coordinate complex activities and concentrate for long periods
- Relevant professional qualifications related to financial markets and investments

**You are**

- Fluent in English (written and spoken), German and French would be highly appreciated
- Able to work independently with minimal supervision
- Interested in financial markets, private banking and investments and willing to learn and develop a career in investment management

**We offer**

Located in bright and modern offices in Kirchberg-Luxembourg City, Banque Havilland was founded in 2009 and currently employs around 200 employees from all over the world. The Bank has presences in Monaco, Liechtenstein, London, Dubai, and Zurich. We offer a pleasant and collaborative working atmosphere in a truly multicultural environment.

We believe that diversity & inclusion contribute towards increasing the collective performance of the bank. We are committed to creating a culture of inclusion that encourages individual development with equal opportunities for all.

We value empowerment, fairness, integrity and diligence, and your personal development is our priority.

If you are interested in taking this challenging opportunity, please send your application (cover letter, CV, supporting references) to the following e-mail address: **careerbh@banquehavilland.com**.

**Only shortlisted candidates will be contacted by our HR team.**

The personal information you provide in your job application will be treated confidentially at all times and will be processed in accordance with the applicable data protection law, in particular the General Data Protection Regulation (GDPR).

In compliance with the law of 23rd July 2016, the selected candidate will be requested to provide a criminal record (section 3).