

WE ARE HIRING

We are looking for a **RFP (requests for proposals) Writer** to help acquire new business by responding to investment proposals from potential clients (including pension funds, insurance companies and distributors). The main responsibilities of the RFP Writer are to prepare our response to these RFPs across various asset classes backed by real estate. The role will require to work in addition on all marketing material to ensure details are consistent, up to date and correct.

This position can be based in either **London, Geneva or Madrid**.

Your role

- Be accountable for completing Stoneweg's responses in English to RFPs and Due Diligence Questionnaires (DDQs) for investment management services, and to pension consultant's questionnaires.
- Interact with all departments to ensure content in marketing material is consistent and correct.
- Liaise with investment managers, business development, client relationship management, product specialists and other business units to coordinate the efficient collection and presentation of information/data.
- Establish effective relationships with other team members in our various location.
- Deliver other one-off or project work as required.

Your profile

- Educated to undergraduate degree level
- Two – three years' experience within Asset Management. Your experience should touch upon RFPs, though it may not be the only element to your role.
- Self-starter, hard worker who can bring improvement to current processes.
- **Proficiency in English, speaking and writing. All documents are in English.** (Spanish would be an additional benefit, as Stoneweg has a large operation in Spain)
- Previous experience of writing for an investment audience
- Strong written and verbal communication plus editing skills with an ability to work under pressure to meet deadlines.
- Confident user of standard MS Office applications, particularly Excel and Word.

The Company

Stoneweg is a real estate investment adviser and asset manager established in 2015 and headquartered in Geneva, Switzerland. The firm leverages in-house local operational teams in Switzerland, the United States, Spain, Italy, Andorra and Ireland to source, develop and manage real estate investments.

To Apply

Send your resume and your letter of application to jobs@stoneweg.com