

Job Title: Junior Sales Support Intern (Undergraduate or Post Graduate)
Location: Zurich, Switzerland
Start date: Summer 2016 (8–12 months, 100% Pensum)

About Neuberger Berman:

Neuberger Berman is a private, independent, employee-owned investment firm, managing equity, fixed income, private equity and hedge fund portfolios for institutions, advisors and individuals. Our presence is worldwide, with offices in 18 countries and more than 2,000 professionals focused on serving global clients.

Our established Zurich based Sales Team actively covers Swiss based banks, family offices, asset managers, insurance companies, pension funds and corporations with a dynamic and solution driven approach. This broad client base will have different needs and requirements with regards to strategies they invest in and day-to-day client servicing.

The Swiss distribution team has the ability to market the entire Neuberger Berman product suite, with strategies across Equities, Fixed Income and Alternatives. This includes a UCITS fund umbrella, several traditional and alternative commingled vehicles and managed accounts.

Perspectives:

- Great opportunity to work for a leading, global asset management firm and learn about products and markets
- Collaborate with experienced, international teams in Europe, USA and Asia as we market our investment solutions in Switzerland
- In addition to completing day to day tasks, the ideal candidate will use their own initiative to proactively develop projects and ideas, relating to distribution and client coverage
- Excellent way to learn about Neuberger Berman and future potential to join the team on a permanent basis after successfully completing the internship/university studies

Responsibilities:

- Support the Zurich based Sales team in their day-to-day client activity, client services and strategic initiatives (client presentations, prepare meetings material, market research etc.)
- Proactively assist with focused marketing/client events across the Swiss regions
- Work with the following internal teams in order to support local client activity: Portfolio Management, Client Services, Marketing, RFP, Compliance and Performance Team
- Provide administrative support for the sales team (Data base management, CRM system, Pipeline run, Call reports, Client/Product mapping)
- Assist with office related duties (supplies, infrastructure related, post office, bills etc.)

Qualifications/Skills:

- University/FH-Graduate in Economics, Finance, Banking or similar education
- Ideally prior internship experience within Asset Management, Capital Markets or similar industry
- A self-starter, who can take ownership to move initiatives forward
- Excellent communication and presentation skills

- Languages: Swiss German native, plus fluent in English. French and/or Italian desirable but not essential

Application Process:

To be considered, please submit **your CV and covering letter** to NBCareers@nb.com. All CV's must be submitted via email with reference to **Swiss Sales Internship** in your subject line. Thank you in advance for your application, please note only successful applicants will be contacted.

Neuberger Berman is an equal opportunity/affirmative action employer. The firm and its affiliates do not discriminate in employment because of race, colour, religion, gender, national origin, veteran status, disability, age, citizenship, marital or domestic/civil partnership status, sexual orientation, gender identity or expression or because of any other criteria prohibited under controlling federal, state or local law.