



Relationship Manager

FMG is a specialist in emerging and frontier market investments, founded in 1989. We have a team of investment professionals who travel extensively to identify investment opportunities worldwide. We offer our clients extensive experience, disciplined risk management and dynamic investment funds. FMG is a growing company and we are now adding on a Relationship Manager to our team.

Role and Responsibilities

The primary responsibility of the Relationship Manager is servicing distributors and clients. The position also includes:

- Monitoring phone, fax, multiple email inboxes and attending meetings
- Distributing information & fund prices to external partners
- Regular updates on websites
- Conducting due diligence checks and investigations
- Creating, updating and reviewing reports
- Updating and reviewing CRM
- Interaction with third party auditors, administrators and other suppliers
- Attending seminars and courses
- Filing and data collection
- Assisting the investment management and the marketing teams
- Other tasks and duties as assigned

Requirements

- Highly motivated and attentive to detail
- Strong administrative and organisational skills
- Strong command of the English language (other languages are an asset)
- A minimum of 2 years' experience in the financial services industry (recent graduates encouraged to apply)
- A degree or diploma in a financial services related matter, although not essential, is highly regarded
- Knowledgeable in the use of Microsoft Office tools, especially Excel and Word and also Bloomberg Professional (not essential)
- Fund administration and/or anti-money laundering experience/training

Location: Sliema, Malta; Admittance: ASAP; Hours: Full Time. The Relationship Manager will report to the Group Marketing Director.

The position is a great opportunity for a young motivated individual looking for a career in the financial services industry. The FMG Group is growing rapidly and progression opportunities will present themselves.

Please send a covering letter & C.V. to the Managing Director at hr@fmgfunds.com.

FMG (Malta) Ltd. 6th Fl. Airways House Gaiety Lane Sliema SLM1549 Malta
T +356 2014 1220 F +356 2014 1203
Reg. No. C44040

www.fmgfunds.com