

## INVESTOR SERVICES OFFICER (PARIS / FULL-TIME / M/F)

### About Comgest:

Comgest, a global asset management group with a single focus on equities, is 100%-owned by employees and founders. This broad partnership – of over 35 years – drives an unconstrained, quality growth and responsible investment approach that is applied to both developed and emerging markets. With headquarters in Paris and offices across Europe, Asia-Pacific and North America, Comgest serves investors around the world who share our long-term investment horizon. With more than 200 employees of 30 different nationalities, Comgest serves a diverse global client base and manages assets of over €30.9 billion (unaudited data as of June 2024).

### Job Description:

We are seeking to hire an Investor Services Officer in Paris, France. The person will interact with the RFP and commercial teams (Investor Relations, Marketing and Communications) on a daily basis.

### General Overview of Responsibilities:

Reporting to the Head of Investor Services, the successful candidate is expected to contribute to team, company and Group goals. Responsibilities include but are not limited to:

- Production of reporting:
  - monthly factsheets and quarterly reports for Comgest's public funds
  - fund reporting for dedicated client accounts (mandates)
  - non-standard reporting (monthly, quarterly)
  - automation of client reports
- Replies to incoming client/investment consultant/distributor enquiries
- Proof-reading of fund manager commentaries, RFPs and DDQs
- Support to the Investor Relations team globally, as well as supplying data to the Marketing & Communications team
- Completion of investment consultant databases
- Supply of internal data (staff, AUM, performance etc.) to the RFP team
- Involvement in team projects e.g. automation of manual reports

### Qualifications:

- Fluent in English with strong written / oral French
- At least five years' experience in a similar role within asset management (preferably equities)
- Strong reasoning ability (i.e., capacity to spot inconsistencies/errors in language and data used)
- Ability to multi-task, prioritise and produce accurate work under tight time constraints
- Attention to detail and excellent organisational skills are a prerequisite
- Strong written and oral communication skills
- Willingness to go the extra mile
- Dynamic, inquisitive, self-motivated person with excellent team spirit
- Service-orientation and commitment
- Ability to quickly learn and understand internal systems and applications
- Knowledge of FactSet, PowerBI, VBA would be a plus

Comgest is an Equal Employment Opportunity/Affirmative Action Employer.

We are committed to attracting a talented and diverse workforce, and to fostering an open, collaborative culture of inclusivity because we believe multiple perspectives lead to more informed investment and business decisions. We welcome people with diverse life experiences, fresh ideas, and specialised subject-matter expertise.

#### Comgest S.A.

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