

Portfolio Assistant (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:

As a Portfolio Assistant, you will join a team of three and work closely with the portfolio management teams. Your role involves the processing of transactions and overseeing portfolio daily activities. You ensure the optimal execution of orders in coordination with Trading and Middle Office in accordance with the strategies set by the Portfolio Managers. The position is based in Paris.

General Overview of Responsibilities:

Order Management and Transaction Monitoring

- Managing and monitoring of buy or sell decisions in the Order Management System (OMS) from PM instructions to order execution by Trading, while ensuring compliance with management mandates and portfolios constraints
- Maintaining records of purchase/sale reasons
- Managing subscription/redemption requests in the OMS received from the Middle Office
- Ensuring order complementarity across all funds and mandates
- Coordinating with trading and back-office teams to ensure efficient transaction processing

Cash Management

- Monitoring portfolio cash balance
- Managing portfolio rebalancing in coordination with Portfolio Managers
- Coordinating with trading and back-office teams
- Providing daily reports to Portfolio Managers

Support to Analysts and PMs

- Working with the portfolio engineer in producing portfolio data (aggregates, EPS, contributors' analysis), developing specific reports as requested by portfolio management teams (portfolio analysis, performance, contribution), or producing ad-hoc reports to support investor relations or portfolio management teams
- Contributing to automating existing reports
- Updating and monitoring watch lists and universes in line with research meetings and the data office

Compliance and Risk Management

- Verifying order compliance with predefined management rules, internal policies, and investor requirements (mandates and open funds)
- Monitoring thresholds and handling alerts in coordination with the risk team
- Identifying and tracking investment-related risks in collaboration with risk and compliance teams

Internal Process Optimization

- Improving internal processes and tools/systems usage in collaboration with middle office teams and with the support of project teams if needed

Qualifications:Professional skills:

- 3 to 5 years of experience, including proven experience in order execution management
- Bachelor's degree in finance, economics, or a related field
- Strong understanding of equity markets: good understanding of working of stock markets (liquidity, order execution cycle, settlements, and associated costs)
- Knowledge of VB and SQL
- Knowledge of OMS tools / SimCorp is a plus
- Familiarity with FactSet
- Proficiency in reporting and analysis tools, including Power BI and advanced Excel
- Excellent English is essential, ideally also a good level of French

Personal profile:

- Detail oriented
- Strong analytical and problem-solving skills
- Keen interest in data management and data visualization
- Willingness to work closely with investment teams and ability to work in a team environment

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.