

RFP Writer (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 a highly skilled and detail-oriented RFP (Request for Proposal) Writer to join our dynamic team in the asset management sector. As an RFP Writer, you will play a crucial role in crafting compelling and accurate responses to requests for proposals, ensuring that our firm's expertise, capabilities, and value proposition are effectively communicated to potential clients. Along with completing DDQs for existing clients and updating standard RFPs. You will also be required to help review and update the content we hold in our repository of information and juggle multiple tasks and meet demanding deadlines.

General Overview of Responsibilities:

1. RFP Response Development:
 - Collaborate with subject matter experts across various departments to gather information and insights for RFP/DDQ responses
 - Analyze and interpret RFP/DDQ requirements to create tailored and comprehensive responses
 - Craft clear, concise, and persuasive content that highlights our firm's strengths, capabilities, and competitive advantages
2. Consultant databases:
 - Ensure the text visible to consultants is as up to date as possible
3. Content Management in Qvidian:
 - Maintain a centralized repository of up-to-date and accurate content, including boilerplate responses, statistics, and other relevant information
 - Work closely with internal stakeholders to ensure consistency and accuracy in messaging across all RFP/DDQ submission
4. Quality Assurance:
 - Conduct thorough reviews and editing of RFP/DDQ responses to ensure accuracy, completeness, and alignment with brand messaging
 - Implement best practices in proofreading and quality control to deliver polished and error-free submissions
5. Collaboration and Coordination:
 - Foster strong working relationships with internal teams, including sales, investment, legal, and compliance, to facilitate seamless collaboration on RFP/DDQ projects
 - Manage timelines and deadlines effectively to ensure timely submission of proposals
6. Reporting :
 - Track and analyse trends and report to management

Qualifications:

Essential Skills:

- Perfect written English (knowledge of French is a plus)
- Strong academic background
- Strong understanding of consultant database requirements
- Strong reasoning skills to detect inconsistencies or errors
- Ability to multi-task, prioritize, and work efficiently under tight deadlines
- Strong teamwork skills and the ability to handle pressure

Other Qualities:

- Attention to detail and organizational skills
- Willingness to go the extra mile with a dynamic, inquisitive attitude
- Excellent communication skills
- Service-oriented mindset and commitment
- Ability to learn and adapt quickly to internal systems and applications

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.