Position: Part-Time Job as Sales and Marketing assistant at Funds People

Funds People is a media company specialized in the asset and wealth management industry. It serves over 100,000 investment professionals in Spain, Portugal, Italy and Latin America. The readers are mutual funds managers, institutional investors and private bankers. Daily information is provided through [www.fundspeople.com](http://www.fundspeople.com) and in-depth analysis provided through Funds People magazine.

General Description: Funds People Sales and Marketing Assistant is responsible for providing support to the Sales team in the Madrid office, covering clients from Europe for all the different publications of the group in Southern Europe and Latin America.

Requirements:

- Spanish/EU Citizenship or Spanish work permit in order
- English Native Speaker or Near-Native level

Qualifications, skills and experience:

- Energetic, motivated individual with a passion for service
- Ability to work as part of a small team
- Proactive, organized, efficient and detail-oriented individual
- Capacity for problem-solving
Responsibilities:

- Assist during all the sales and post-sale process.
- Prepare offers for clients.
- Do the follow-up of campaigns.
- Prepare reports for clients.

Start Date: June 1, 2016

Schedule: 9:00 – 14:00

Salary: €500 - €600 gross salary per month

Office Location: calle Velázquez, 126 (Madrid)

If interested send your CV to: publicidad@fundspeople.com