

Fixed Income RFP Writer

Our client is one of the nation's largest and most respected asset management firms. They grew by 12% last year and had no part in the sub-prime disaster. Due to continued growth and success, they are currently seeking an experienced RFP Writer to join their marketing communications team in their New York City office.

Duties and Responsibilities:

- Answer and edit RFP's, RFI's and questionnaires for fixed income retail funds
- Manage quarterly updates by providing accurate company and product data and descriptions
- Update and maintain consultant and third party databases with performance information, portfolio characteristics, and holding information
- Work closely with subject matter experts and relationship managers to create customized answers to RFP's
- Answer ad hoc requests

Background Requirements:

- 2-3 years of experience answering and editing RFP's within the asset management industry with previous experience with Mutual Fund products, Fixed income experience preferred
- Excellent writing, editing quantitative and verbal communication skills
- Ability to work on multiple projects in a fast paced environment while adhering to strict deadlines and producing quality work
- Highly organized, detail oriented and resourceful
- Proficiency in Microsoft Outlook, Word, Excel and Access
- Previous experience with RFP Machine and Lipper is a plus
- BA/BS required

Location: New York, NY

Keywords: RFP, RFI, RFQ, RFW, Request for Proposal, Request for Information, Request for Questionnaire, RFP Writer, Proposal Writer, RFP Analyst, Marketing Communications, Asset Management, Institutional Investments, New York City, NYC, NY, New York, Senior RFP Writer, Senior Proposal Writer, Fixed Income, Mutual Fund, Retail Asset Management, New York, NYC, NY, Manhattan

If you feel you are qualified for this position, please send your resume in Word format to Tiffany@wgpeople.com and reference the title "Fixed Income RFP Writer". Also, please feel free to forward this to an industry contact and visit our website at www.wgpeople.com for additional openings. [T-64864-TRT]