

# Junior Associate position (student) for the Client Relations Team – Copenhagen

Opportunity to join our growing Client Relations team at Capital Four in Copenhagen, a leading global specialty asset management firm. The team consists of 22 professionals working with client relations, business development and corporate strategy and is looking to add a part-time student (15 hours per week) to further strengthen the team.

As a Junior Associate in the Client Relations Team at Capital Four, you will get experience with stakeholder communication, financial reporting, and preparation of sales material. You will become familiar with various financial instruments and get a deep insight into the asset management industry.

## Job description:

- Assisting with communication of investment results through efficient data management and visualization
- Assisting the team with conducting and analyzing market research intended towards potential clients
- Supporting the team in creating content for sales presentations, client updates, and reporting
- Maintaining and optimizing internal work processes, especially related to Excel, PowerBI, Powerpoint and CRM
- Supporting the team on ad-hoc duties, and other administrative tasks

## Qualifications:

- Pursuing a relevant university or business school degree within finance, economics, communication or marketing with good academic credentials and ideally with 2-4 years remaining
- Attention to detail and a structured working approach with an ability to consistently deliver high quality results
- Excellent communication skills in written and spoken English
- Proficient with Microsoft Office
- Team player with an ambitious and proactive mindset

## We offer you

As a Junior Associate, you will work in a dynamic, international and inclusive environment. The role will give you the opportunity to be part of a successful team with highly motivated, competent and supportive colleagues and have a challenging and rewarding part-time job with a high degree of responsibility and learning opportunity. Capital Four is an engaging and active social environment where students are encouraged to participate in our yearly offsite and various Capital Four sponsored events such as sports and organized after-work social events.

## About us

Capital Four is an industry-leading credit asset management boutique rooted in Scandinavian culture. Headquartered in Copenhagen, Denmark, with offices in London, New York, Stockholm, Frankfurt, and Amsterdam the team of 160+ professionals manage over €24bn on behalf of a global client base. The firm offers investment solutions within global High Yield, Leveraged Loans, Structured Credit, Multi-Asset Credit, Infrastructure Credit, as well as Nordic and Northern European Private Debt. For more details, please visit [www.capital-four.com](http://www.capital-four.com).

Our people and our ability to work as a team are essential to delivering continuous high performance and to achieve our growth ambitions. The credit asset management industry offers significant growth opportunities in an environment with exciting job opportunities to talents who are attracted to working with sustainable investing.

## Contacts & application

Please apply by uploading your CV (without a photo), cover letter and grade transcript. The application deadline is Sunday 25th of January. We will review applications and conduct interviews after the final date. All applications must be submitted through our website. We do not accept applications sent by e-mail or direct messages.

We encourage all qualified applicants to apply regardless of age, gender, religion, country of origin, ethnicity, or disabilities.

For any questions related to the job offering, please do not hesitate to contact:

- Pernille Borch, Director - [pernille.borch@capital-four.com](mailto:pernille.borch@capital-four.com)

We look forward to receiving your application.