

## Dromeus Capital Management – Client Service Associate

### Job Description

Dromeus Capital Management is seeking a Client Service Associate to join its team in Athens.

The Client Service Associate will play an important role supporting and coordinating closely amongst the investment, investor relations and operations teams across the firm. We are looking for an outgoing, communicative team player with strong attention to detail and excellent organizational and interpersonal skills. The Client Service Associate must be a proactive problem-solver, able to multi-task effectively, take initiatives and work independently. This is an entry level position.

#### Main Responsibilities:

- Responsible for providing day-to-day support of the firm's Investor Relations Team.
- Be responsible for data/information to assist in the sales process through review and analysis of marketing initiatives and other client services reports on a monthly or ad hoc basis.
- Work closely with portfolio managers and research analysts to create investment proposals, performance and attribution reports or other marketing presentations.
- Liaise with external parties (custodians, administrators) on accommodating operational requests.
- Serve as a point of contact with clients for routine communications and operational issues.
- Place trading orders and follow up on executions.
- Promptly follow-up on subscription/redemption requests, trade reports.
- Regularly update log in CRM.
- Monitor profit center costs, payments and profitability.
- Other Ad Hoc projects.

### Desired Skills & Experience

- Up to 2 years of experience in a financial services firm.
- Strong academic performance, Bachelor's degree required (Master's degree and/or CFA a plus).
- Fluent in English and Greek with strong written and oral communication skills; knowledge of other languages is a plus.
- Outgoing, enthusiastic and self-motivated individual with cheerful and friendly personality.
- Meticulous attention to detail, particularly with respect to client communication and account/product reports. Ability to work in a highly demanding schedule in a charmingly entrepreneurial environment.
- Proficiency in MS Word, Excel and Powerpoint.
- Strong interest in financial markets and products.
- Interest in learning new skills in a non-static, consistently changing environment.
- High level of integrity, honesty, diligence and loyalty.
- Drive and ambition for professional success.

### Company Description

Dromeus Capital is an alternative investment manager with investment and research operations in Geneva and Athens. The firm pursues a research driven strategy focused on deep-value, catalyst-driven opportunities across the capital structure.

*Please submit your CV at [careers@dromeuscapital.com](mailto:careers@dromeuscapital.com)*

