



Job Title: Marketing and Client Services Associate

Reports to: Director of Project Management and Marketing Communications

About AlphaSimplex

AlphaSimplex Group, LLC is a Boston, Massachusetts-based investment management firm that specializes in researching and analyzing market behaviors and risk. Using these insights, AlphaSimplex manages liquid alternative and portfolio solutions with an emphasis on managing risk and helping investors focus on their long-term goals. AlphaSimplex is registered as an investment adviser with the U.S. Securities and Exchange Commission. AlphaSimplex is also registered as a Commodity Pool Operator and a Commodity Trading Advisor with the U.S. Commodity Futures Trading Commission and is a member of the National Futures Association. AlphaSimplex is an affiliate of Natixis Investment Managers and manages over \$7 billion in institutional and mutual fund assets.

The AlphaSimplex Need

AlphaSimplex has experienced increasing demand in institutional and retail client service requests. We are looking for a Marketing and Client Services Associate to assist with ongoing reporting, data, and marketing projects.

Position Summary:

This position supports the firm's Marketing and Client Services team through standard reporting, ad hoc inquiries, marketing materials, assistance with RFPs and DDQs, and other ongoing projects. A successful candidate should possess the ability to work well independently and with other teams, to verify the accuracy of data and reports, and to look for ways to improve our processes. We are looking for an organized professional with strong attention to detail who is comfortable working in a small team environment.

Responsibilities:

- Support Marketing and Client Services team with monthly and quarterly reporting by creating and maintaining a large suite of scheduled reporting and ongoing ad hoc requests. These may include fact sheets, pitch books, and dynamic dashboards, using tools including Excel, PowerPoint, Tableau, and SQL Reporting.
- Develop, design, and distribute sales reporting.
- Designing new marketing collateral that can be used for distribution or featured on company website
- Coordinate across departments, including Compliance, Research, Operations, and IT/Development, to ensure data is up-to-date and accurate.
- Gain familiarity with our product suite, naming conventions, attribute standards, and reporting dependencies.
- Manage specific client-facing tools and technologies, including maintaining and updating the entire company website using WordPress/HTML; assisting with the distribution of materials via email and the client portal; and maintaining the firm's Customer Relationship Management (CRM) software, Salesforce.
- Utilize RFP response software to assist with the completion of RFPs (request for proposals) and due diligence questionnaires (DDQs).
- Other duties as assigned.

Experience/Skills Required:

- Bachelor's degree with 2+ years of experience in marketing, client services, business intelligence, or quantitative analysis (relevant work, internship, or co-op). Financial services industry experience preferred.
- Strong proficiency in Excel and PowerPoint.
- An ideal candidate will have familiarity with Tableau, SQL, or database reporting.
- Interest in graphic design, data analytics, Salesforce, and/or RFPs a plus.
- Excellent organizational, analytical, and time management skills.
- Strong problem-solving skills with an emphasis on putting clients first.
- Detail-oriented and intellectually curious.
- Willingness to collaborate with others on projects to reach a successful and timely goal.

Please apply to careers@alphasimplex.com.
We appreciate your interest in our firm.