



Atlantis Investment Management is an independent asset management firm based in Hong Kong. Founded in London in 1994 by three ex-Schroders star managers, Atlantis is now headed by legendary investor Yang Liu.

We are looking for an **Investor Relations Associate** to join the Marketing/IR team in Hong Kong. It is a small team of investment professionals so there is huge opportunity for the right person to be exposed to every facet of a well-run asset management business.

Responsibilities include:

- Support day-to-day queries from clients, fund administrators and prospective investors
- Update/ maintain third-party databases, internal CRM and company website with attention to legal requirements
- Produce regular marketing materials including presentation and newsletters with primary responsibility for ensuring smooth workflow and organizing contributions of various departments
- Translate marketing materials (Chinese<->English)
- Participate in new product and system development projects, and other ad-hoc projects and responsibilities assigned by Management
- Support fundraising and sales activities: engage in due diligence process, and investor research
- Work with Operations, Legal and other internal teams in new product development and other firm-wide initiatives.

The ideal candidate has:

- University graduate with Finance, Communications or related business degree or an exceptional candidate with equivalent experience
- At least 2-4 years' experiences in the industry, with at least 1year either project management, marketing or finance experience strongly preferred
- HKSI Paper 1 is an advantage but not a must—must be able to be licensed by the SFC
- Advanced user of PPT, intermediate Excel skills
- Creative individual with some design skills desired
- Independent personality with strong problem solving skills, able to work independently
- A team player, detail oriented and comfortable working in a fast pace environment

- Strong communication skills (both written and spoken) in English and Chinese (Mandarin is a must and Cantonese is a strong plus)

Interested candidates please send your details to HR@atlantisinvestment.com