

## **BlackRock Alternative Investors (“BAI”) – Alternatives Client Platform Intern**

### **Blackrock Alternative Investors**

BlackRock Alternative Investors (BAI) is charged with establishing BlackRock as the preeminent provider of alternative investment products globally. BlackRock has approximately \$215 Billion in Alternative assets including real assets, credit, private equity solutions, hedge fund solutions and multi-alternative strategies. This unified global operating platform combines expertise, resources, and capabilities across asset classes with investment teams located in London, Dublin, New York, San Francisco, Seattle, Princeton, Hong Kong, Boston and Santa Monica among other locations.

### **Alternatives Client Platform**

We are building an Alternatives Client Platform in Budapest for our rapidly growing alternative investments platform that will serve as the hub to support the coordination and administration of the investor communication programme to ensure a best in class client experience. This team will be responsible for a wide range of activities, including maintaining platform data and analytics, production of client & fund reports as well as marketing collateral and presentations. We are seeking a high-energy, self-motivated individual to help form the new team. This individual must be comfortable working in a fast-paced environment, responsible for managing multiple deliverables and tasks concurrently. The role represents an opportunity to learn Alternatives asset classes and grow your career at BlackRock, the pre-eminent global asset manager. The internship's expected start date is Summer 2021 with preferably 20-40 hours of work per week.

### **ROLE PROFILE**

#### **Client reporting**

- Participate in the production of formal quarterly reporting packages by leveraging portfolio-level and market updates from portfolio managers, asset managers and fund administration teams across a variety of BAI businesses
- Engage in the review and distribution of quarterly investor templates
- Assisting with redesign of reports produced across BAI

#### **Fundraising support**

- Completion of industry surveys and consultant questionnaires
- Update DDQs and RFIs with platform level data including headcount, AUM, investor commitments and capital activity
- Maintain and update product pitchbooks and other standard marketing collateral with platform level data
- Submit materials through the central compliance system, and address follow-ups
- Quarterly update of performance and track record information as required

#### **Platform data**

- Participate in the development and the roll out of a data collection tool for central storage of reporting data
- Analysis and preparation of platform level data, including AUM, headcount, investor commitments and capital activity for fundraising initiatives and internal requests where required, across BAI businesses

#### **Operations**

- Support and investigate technology and process options to scale and automate routine client service activities

#### **Key Qualifications:**

- Current BA/BS or MA/MS enrolled students, preferably (but not necessarily) in program related to quantitative, finance, economics or business disciplines
- Fluency in written and spoken English is essential
- Strong interpersonal skills with ability to communicate effectively at all levels
- Meticulous attention to detail
- High proficiency in Excel, with ability to manipulate data in a spreadsheet
- Proficiency in Word and PowerPoint, with ability to create marketing slides
- Analytical ability to synthesize information and summarize issues
- Desire to learn the investment management industry

#### **We are looking for people who are:**

- Able to thrive in a culture of excellence, innovation, communication, and accountability, where all members of the team are motivated to go above and beyond, and think globally and creatively
- Constantly seeking better ways to do things and ability to challenge status quo
- Collaborative and who value and respect input from others
- Able to work under tight deadlines and conflicting priorities
- Keen to learn about private markets in one of the fastest growing business areas of BlackRock
- Flexible and adaptable to thrive in a dynamic and changing environment
- Organised with a hands-on approach and a 'can-do' attitude
- Understand the risk environment within the department – promote risk awareness, assessment, and control

If you are interested in the position, please apply by sending your CV to the following email addresses:

[alisa.khisamova@blackrock.com](mailto:alisa.khisamova@blackrock.com), [Jason.Tshimbalanga@blackrock.com](mailto:Jason.Tshimbalanga@blackrock.com)