

# Alternatives Client Platform Analyst

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## 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 growing our Alternatives Client Platform in Budapest for the 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 is responsible for a wide range of activities, including production of client & fund reports, marketing collateral and presentations, maintaining platform data and analytics and the roll out of new technologies to create a scalable platform. We are seeking a high-energy, self-motivated individual to help grow 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.

## ROLE PROFILE

### Client reporting

- Coordination of production of formal quarterly reporting packages for certain BAI funds, by leveraging portfolio-level and market updates from portfolio managers, asset managers and fund administration teams across a variety of BAI businesses
- Coordination of quarterly investor templates – review and distribution

### Capital raising support

- Completion of industry surveys and consultant questionnaires
- Update DDQs and RFIs with investment and platform level data utilising a RFPio software
- Maintain and update product pitchbooks and other standard marketing collateral
- Submit materials through the central compliance system, and address follow-ups
- Quarterly update of performance and track record information as required

### Technology & Innovation

- Bring solutions mindset to transform and innovate existing reporting processes to create a scalable client platform
- Identify and support the rollout of technology to scale and automate client services activities (RFPio, Slidebank and future solutions)
- Participate in ACP working groups on initiatives such as platform data centralisation, process automation, utilisation of eFront café to enhance client digital experience.

## Key Qualifications:

- BA/BS required
- 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
- 0-3+ years of experience in financial services preferred

## 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

I am interested!