



JOB DESCRIPTION

Client Relations Associate

ABOUT US

Axiom Investors is a dynamic, growing firm with a culture of excellence. Founded in 1998 and 100% employee owned, Axiom manages \$18B in growth equity portfolios across global markets. The firm employs 52 people with one office in Greenwich, Connecticut.

Axiom's reputation has been built on a rigorous, market-tested investment strategy implemented by an experienced team that has worked side-by-side for over 20 years. Axiom has generated consistent performance in a repeatable, transparent manner for investors since inception and has built a strong brand in the institutional and consultant community. As their client base has grown, the firm has proactively offered forward-looking investment strategies and a client-centric servicing model. As with their investment approach, Axiom's clients are global and include sovereign funds, endowments and foundations, corporate, Taft-Hartley, public plans and financial institutions.

The firm looks to continue its growth in a controlled, conservative and meticulous manner and above all, with an uncompromising attitude towards maintaining the highest level of integrity and ethical standards. The work environment is professional, respectful, collegial and collaborative. Axiom employees are hard-working, driven, smart, accountable, efficient, low ego and entrepreneurial.

OPPORTUNITY

Axiom Investors is seeking a Client Relations Associate who will work closely with Axiom relationship managers, investment, trading, and operations teams, as well as outsourced fund administration faculties to ensure the timely and accurate responses to all client requests. This will



require someone with the ability to understand not only all aspects of our client's account from an operational, legal, compliance and any general product related issues, but also the ability to identify, assess, manage and perhaps escalate high level client requests where business may be at risk. A high client EQ, strong communications skills and an exceptional awareness of client confidentiality are necessary in this position.

The individual in this position will think strategically, partnering with the rest of the Client Service team to proactively think of ways that we as a team can enhance the overall client experience, increase efficiencies and provide best in class client service.

This is a highly visible position with access to various high level operations and investment professionals.

REQUIREMENTS:

- Bachelor's degree with strong GPA that demonstrates academic excellence
- 3-5 years institutional asset management experience, which includes but not limited to client relationship management, client servicing, operations, project management, with a progressive increase in roles or responsibilities
- Knowledge of financial markets, institutional markets, product vehicles (separately managed accounts, collective investment trusts, commingled funds and mutual funds) with a focus on developing product knowledge and competitive analysis skills
- Demonstrated leadership behaviors that create ability to coordinate and execute client deliverables independently or through others
- Ability to create, build, and maintain positive working relationships
- Knowledge of traditional business software programs and a high comfort level with technology.
- The successful candidate will be organized, quantitative, with consistently strong attention to detail.
- An accounting or tax background is a plus.

Compensation potential is excellent and includes a highly competitive base salary and performance bonus.

If you are interested in an opportunity at Axiom Investors, please send your resume and cover letter to careers@axiom-investors.com.

**Axiom is an equal employment opportunity employer and complies with all applicable laws prohibiting discrimination based on race, color, religion, sex, age, national origin, disability, medical condition, veteran status, sexual orientation, or any other personal characteristic protected by applicable federal, state, and local laws. All qualified applicants*



will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.