

Company: LaSalle Investment Management
Job Title: Analyst
Department: Client Capital Group
Employment Type: Permanent
Job ID: 09 – Muc - 2015
Reporting To: Client Capital Director
Location: Munich
Country: Germany
To Apply: Please email a covering letter and your CV (quoting the Job ID, stating the position you are applying for, to: recruitment.puppe@lasalle.com)

Responsibilities

- Responsible for writing & coordinating RFP's (Request for Proposal)
- Responsible for marketing material (up-to-date)
- Support Client Capital Team, in particular by
 - Research & analysis of market segment/target groups
 - Organize approach of new prospects
 - Assistance in follow-up
 - Gathering information on legal/tax issues specific to investors/products
- Support Client Capital Director in product champion role

General skills

- Good common sense
- Team oriented but also capable of working independently
- Professional attitude
- Ability of creative thinking
- Capability of self-criticism
- Service orientated
- Efficient communicator
- Analytical
- Report writing skills
- Excellent multi-tasking skills and ability to work on a variety of projects simultaneously
- Languages:
 - Native (or at least fluent) in German
 - Fluent in English
 - Ideally additional other major European Language (ideally French)
- Other:
 - IT literate (at least standard Microsoft Windows software such as MS-Office, Outlook etc.)
 - Good basic presentation skills

Required Qualifications & Experience

Qualification

- A minimum 2 years' experience
- Education in business administration/economics, ideally real estate related
- Ideally some background in the institutional investors area
- Ideally some experience with German, Swiss & Austrian insurance & pension funds regulations & issues

LaSalle Investment Management is an Equal Opportunity Employer