Date: November 10, 2017
Position: Portfolio Management Intern
Group: Private Debt
Location: Europe: Zürich
Job Type: Full-time or part-time (80%)
Contract: Temporary contract – 6 months (with the possibility for a Full Time employment as a Junior Hedge Fund Analyst thereafter)
Work Permit: CH or EU

About StepStone
StepStone is a global private markets specialist overseeing US$130 billion of private market allocations, including approximately US$34 billion of assets under management. The Firm creates customized portfolios for the world’s most sophisticated investors using a highly disciplined research-focused approach that prudently integrates fund, secondary, credit and co-investments. StepStone offers customized private markets investment management and advisory services to institutional clients using industry leading analytics and research capabilities, with a focus on providing highly responsive and collaborative client service. The Firm covers the global private markets across multiple sectors and operates from offices in Beijing, Dublin, Hong Kong, London, New York, Perth, San Diego, San Francisco, São Paulo, Seoul, Sydney, Tokyo, Toronto and Zürich.

Position Overview
StepStone is currently seeking candidates with a strong work ethic, attention to detail, excellent quantitative, qualitative and interpersonal skills for an Intern position with StepStone’s Hedge Fund Research team in Zürich. The candidate must have a demonstrated interest in Hedge Funds and/or Private Markets. The Intern will work in a team environment with other hedge fund team members to manage our investments and to do other investment related activities such as research on hedge fund managers, work on fund summaries, and analyze investment ideas.

StepStone prides itself on the Firm’s collegial atmosphere, encouraging team-building initiatives and a collaborative approach to accomplishing projects. The ideal candidate will be in pursuit of a bachelor’s or master’s degree and will have some level of finance or other relevant experience. He/she will adhere to the highest ethical standards, as well as demonstrate maturity and reliability.

Essential Job Functions:
The intern will support the team with activities such as:
  • Assisting in Due Diligence activities.
  • Reconciling Risk Monitoring points on a monthly basis.
  • Reviewing weekly, monthly and quarterly reports.
  • Assisting in the preparation of quarterly comments and reports.
  • Corresponding with Fund Managers regarding investments, or other issues, as necessary.
  • Special projects as required.

Education and/or Work Experience Requirements:
  • A Bachelor’s / Master Degree in Finance/Economics/Business Administration with max. 2 years professional experience.
  • Highly proficient in using Excel, Word, and other Microsoft office programs.
  • Licensed or candidate for CFA or CAIA is a plus.
Other Desired Skills/Attributes:

• Matlab/VBA knowledge is an advantage.
• Internship or work experience in the Hedge Fund industry an advantage, but not required.
• Strong written and verbal communication skills in English. German knowledge an advantage.
• Ability to maintain strict confidentiality of client, investment and company information.
• Ability to prioritize activities while working on multiple projections and achieve target deadlines.
• Ability to pro-actively find solutions with other team members.
• Attention to accuracy and detail.
• Professional demeanor and an ability to work well in a team environment.
• Willingness and ability to learn and implement new processes.