



**BlueOrchard**<sup>®</sup>  
Microfinance Investment Managers



A pioneer and global leader in its field, the BlueOrchard Group is a commercial asset management group specialized in microfinance and impact investments. It currently manages assets in excess of USD 1 billion through three distinct companies:

- **BlueOrchard Finance** manages **microfinance fixed income** investments by lending to microfinance institutions in more than 40 developing countries.
- **BlueOrchard Investments** is the **Private Equity** arm of BlueOrchard with portfolio holdings and board seats in microbanks spanning four continents.
- **Bamboo Finance** specializes in the **financing of social entrepreneurship** through investments in innovative, commercially viable enterprises which are designed to generate significant social impact and financial return in low-income communities by providing access to affordable housing, healthcare, education, energy, livelihood opportunities, water and sanitation.

In order to support our fast expansion, we are currently looking for an

### **Institutional Sales Analyst**

to prepare timely and accurate information for investors, fund selectors and consultants.

He/she will

- collect financial information from analyst and management teams
- be responsible for the efficient production of investor/consultant reports, both on a regular basis and ad-hoc
- ensure investors and consultants receive requested information in a timely manner
- prepare sales scripts and marketing presentations
- prepare RFPs from Swiss and foreign institutional clients in close collaboration with the analyst and sales teams
- manage an in-house database of relevant company and fund information
- ensure that all investor and consultant documents are compliant with internal guidelines and quality standards
- collect data from third-party distributors and prepare retrocession payments

Profile

- Bachelor's degree in economics, finance or related field
- At least 3 years of relevant experience in the financial industry
- Excellent command of English, French and German
- Skilled user of IT and financial software
- Good analytical skills and attention to detail
- Service-oriented with strong communication skills

We offer an attractive compensation package as well as a dynamic working environment in a high-caliber team of motivated professionals.

Only candidates whose resume matches the above profile will be contacted. Please address your CV and cover letter to Heide Jimenez Dávila, Head of Sales and Investor Relations ([heide.jimenezdavila@blueorchard.com](mailto:heide.jimenezdavila@blueorchard.com)).