

Portfolio Management Assistant (PARIS / FULL-TIME / M/F)

About Comgest:

Comgest, a global asset management group with a single focus on equities, is 100%-owned by employees and founders. This broad partnership – of over 35 years – drives an unconstrained, quality growth and responsible investment approach that is applied to both developed and emerging markets. With headquarters in Paris and offices across Europe, Asia-Pacific and North America, Comgest serves investors around the world who share our long-term investment horizon. With more than 200 employees of 30 different nationalities, Comgest serves a diverse global client base and manages assets of over €25.7 billion (unaudited data as of March 2025).

Job Description:

As a Portfolio Management Assistant, you will join a team of four and work closely with the portfolio management teams. Your role involves the processing of transactions and overseeing portfolio daily activities. You ensure the optimal execution of orders in coordination with the Dealing Desk and Middle Office in accordance with the strategies set by the Portfolio Managers. The position is based in Paris.

General Overview of Responsibilities:

Portfolio Implementation

- Assist Portfolio Managers to create compliant and executable instructions.
- Manage complex trades, considering portfolio constraints, liquidity, urgency, and market conditions to optimize execution outcomes
- Apply execution strategies that reflect instrument characteristics, market depth, and regulatory obligations

Oversight of Group Orders

- Act as the coordination point for orders submitted by regional teams to the Dealing Desk, ensuring proper aggregation and prioritization
- Monitor order consistency across mandates, validating alignment with investment strategy and operational standards
- Identify and resolve discrepancies in order quantities, routing configurations, or market constraints

Interface with Dealing Desk

- Serve as the primary point of contact between internal portfolio teams and the Dealing Desk
- Ensure accurate and timely transmission of execution instructions, maintaining alignment with investment intent
- Track execution progress across auto-routed and manually placed orders, ensuring efficient communication and escalation as needed
- Monitor Dealing Desk activity to ensure best execution requirement

Portfolio Execution Advisory

- Provide Portfolio Managers with liquidity analysis, venue access, real-time market constraints, portfolio constraints and inflow/outflow monitoring
- Flag potential execution risks such as slippage, instrument illiquidity, or trade concentration

- Advise on timing and structuring of large or sensitive trades to align with execution objectives and dealing rules

Support to PM and Analysts

- Working with the portfolio engineer in producing portfolio data (aggregates, EPS, contributors' analysis), developing specific reports as requested by portfolio management teams (portfolio analysis, performance, contribution) or producing ad hoc reports to support investors relations or portfolio management teams
- Updating and monitoring watchlists and universes in line with research meetings and the Data Office
- Improving internal processes and tools/systems usage in collaboration with middle office, compliance and risk teams and with the support of project teams if needed

Qualifications:

Professional skills:

- 10+ years of experience, including proven experience in order execution management
- Bachelor's degree in finance, economics, or a related field
- Strong understanding of the trade lifecycle, execution strategies, order slicing, and liquidity constraints but also on compliance ratios applicable to portfolios
- Familiarity with dealing desks, routing logic, and broker interaction protocols
- Knowledge of OMS tools / SimCorp is a plus
- Familiarity with FactSet
- Excellent English is essential, ideally also a good level of French

Personal profile:

- Detail oriented
- Strong analytical and problem-solving skills
- Excellent organizational and communication skills; able to operate in a high-pressure, fast-paced environment
- Willingness to work closely with investment teams and ability to work in a team environment

Comgest is an Equal Employment Opportunity/Affirmative Action Employer.

We are committed to attracting a talented and diverse workforce, and to fostering an open, collaborative culture of inclusivity because we believe multiple perspectives lead to more informed investment and business decisions. We welcome people with diverse life experiences, fresh ideas, and specialised subject-matter expertise.