

Client Relations Manager – the Netherlands (40 – 50%)

About Us

Cyber Capital, founded in 2016 and based in Amsterdam (Netherlands) is an investment firm committed to generate superior returns for their investors through an actively managed crypto-assets portfolio with a long-term investment horizon.

As a pioneer in crypto fund management, we combine established crypto investment expertise with traditional investment processes to bridge the gap between digital investment opportunities and traditional investors looking to gain exposure to cryptocurrencies.

About the Job

- Be a member of a growing dynamic and diverse international team.
- Respond to enquiries from prospects, potential partners, clients and other inbound communication.
- Manage the prospect pipeline in our CRM (customer relationship management) system by scheduling and executing tasks, emailing, making calls, registering call notes, scheduling meetings and distributing documents in accordance with GDPR and other financial regulations.
- Take ownership of investor engagement.
- Report directly to Head of Fund Sales & Business Development and work closely with Marketing Communications for investor engagement and event planning and with our fund administrator over the investor life-cycle (onboarding, maintenance and off boarding).
- Keep track of datapoints such qualified prospects, partners and investors added to pipeline and prospect sources.
- Actively participate in weekly team meetings to share progress on client-related news.
- Ensure all marketing materials and onboarding documents are up-to-date and ready ahead of marketing.

About you

- You have strong interpersonal skills, enabling you to build relationships with differing client profiles.
- You have a pro-active mindset and see opportunities where others do not.

Apply to Cyber Capital

Thanks for your interest in careers at Cyber Capital. If you think you could be a good fit for our team, we look forward to hearing from you.

When submitting your application to careers@cyber.capital, remember to include a motivation letter, a curriculum vitae as well as available references.

- You want to grow within a corporate framework while having the agility to deal with the challenges of a startup.
- You are compliance and regulatory minded.
- You are commercially oriented.
- Fluent in English and Dutch – oral and written.
- You never miss a deadline.
- You are a person who makes it work.

Competencies

- Results oriented and able to work effectively under pressure.
- Detail oriented and precise. You take pride in your work.
- Excellent communication and influencing skills.
- Experience with customer relationship management systems such as Pipedrive and Office suite (Excel, Word, PowerPoint).
- Team Player.

Seniority Level

Junior

Industry

Fund industry / Financial Services

Employment Type

Part-time

Job Functions

Client Relations Manager