



Stage Assistant(e) Département Relations Investisseurs – Janvier 2021

Country : France

Programme : Long Term Internship

Duration : 6 mois

Start date : Janvier 2021

Responsibilities

2 missions:

Oversee the production of the Rothschild & Co annual report in both English and French, acting as the liaison point between business representatives and external agency, to ensure that the report is delivered on schedule (end of March 2021), in accordance with the design template, and to a very high level of accuracy

Improve the proxy / ESG rating agencies rating for Rothschild & Co: liaise with contributors (compliance, risks, HR, legal, environment ...) to prepare answers to the most frequently KPIs requested by these agencies

- Accurate incorporation of content
- Accurate processing of amendments from multiple stakeholders
- Alignment with design template
- Accurate translation into French
- Printing and distribution of final reports
- Completion within delivery timeframe and within budget

Skills required

- Native or business level French AND English, spoken and written
- Excellent attention to detail
- Ability to manage multiple work streams
- Strong communication skills, ability to convey requirements confidently to others
- Interest in the investment banking sector

Opportunities for development

- Experience of working for a highly respected global brand in the financial sector
- Experience of investor communications and financial reporting
- Experience of working in the investment banking sector
- Experience of culture and structure of a global investment bank
- Introduction to full breadth of activities of a multi-offering investment bank including corporate finance (M&A, capital markets), wealth and asset management and merchant banking
- Introduction to financial reporting

Experience of the corporate communications function in a global business

- Corporate messaging
- Corporate brand and image guidelines
- Communications project management
- Working with design agencies, translation agencies and printer

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