

Team Assistant Analytics (f/m/d)

Frankfurt (Germany)

About XTP

XTP is a specialist consultant focusing on transparency, cost, and risk. For more than 20 years we have helped institutional investors to get the most from their current investment set-up and enhance investment governance. We have a proven track record of increasing implementation efficiency in public and private market assets from clients across Europe and the USA.

We are a data-driven organization with a highly experienced team of more than 50 senior industry specialists, quantitative analysts, and software engineers. Technology is a fundamental component of how we operate and underpins our ability to deliver superior outcomes.

XTP is building an international culture where our team feels empowered, responsible, and valued. We can offer you access to bright-minded people, the environment to develop your knowledge further, and a platform to make a difference in financial services in public and private markets.

Your Activities

- Support our Head of Private Markets and Head of Liquid Markets in their project management and client-related work.
- Perform project-related monitoring tasks and keep the underlying database in an updated state.
- Create client and manager presentations PowerPoint in close interaction with our analytics teams.
- Prepare pitch presentations in German and English and keep our slide decks and web pages up to date.
- Assist with the organization and execution of team and recruiting events and client meetings.
- Support the team and the Board in various ad hoc projects and tasks as needed.
- Handle incoming calls, and welcome visitors. Help make our office a great place to work.

Your Profile

- You are dynamic, highly organized, and able to manage multiple tasks efficiently in parallel.
- You are proactive, detail-oriented, and result-oriented.
- You have exceptional written and verbal communication skills (C1 as minimum) in German and English.
- You work independently as well as collaboratively in a team environment.
- You have a high level of discretion and professionalism when handling sensitive and confidential information.
- You possess very good MS Office skills, especially in Word and PowerPoint.
- You always keep a positive attitude even if things are a little hectic.

Your Benefits

- Flexible working arrangements (part-time possible), trust-based vacation time.
- Mentoring, internal, and external training – tailored to your specific needs.
- Support in obtaining additional qualifications and certificates relevant to our business.
- Competitive compensation, optional pension scheme.
- Team of bright-minded people, open and supportive culture.
- International culture where the team feels empowered, responsible, and valued.
- Opportunity to grow with the company and leave your footprints.

Become part of our vision and actively reshape the future of capital investment with us!
Apply at jobs@xtp-group.com (cover letter, CV and all relevant transcripts).