

Intern – Fixed Income

Job number: 852662

Scope of the role:

The ESG Team is responsible for implementing sustainable investing strategy for the Fixed Income. You will be responsible for performing various tasks related to Environmental, Social, and Governance assessment processes. Your key tasks will be – however not only limited to – the following: performing ESG screens of investment portfolios, supporting engagement with the investees and managing funds' ESG documentation, assisting the ESG team with the preparation of the decarbonization strategy. The ESG Team is based in Warsaw (Rondo ONZ 1), but a remote working arrangement from elsewhere in Poland can be considered. A flexible schedule, adjusted to classes at a university, will be arranged between the intern and the rest of the ESG Team.

Working with us, you will be responsible for:

- Running ESG screens of portfolio holdings using both proprietary models and third-party data providers' platforms (e.g., MSCI, Sustainalytics).
- Facilitating documentation flow between the ESG Team and other internal and external stakeholders (including but not limited to portfolio managers, credit analysts, compliance, marketing).
- Scheduling engagement meetings with the investees and preparing post-meeting engagement documentation (e.g., records for internal engagement tracker).
- Performing ad hoc research on sustainability-linked topics (including review of existing articles, reports etc., synthesis and presentation of findings to other Team members).
- Providing Fixed Income Sustainability and ESG Team members with administrative support, such as clerical tasks, drafting documents, arranging appointments, and liaising with other teams.
- Supporting ESG analysts with other tasks related to daily operations of the team.

We are looking for candidates who (have):

- Current student status, pursuing a master's degree in sustainability related studies is an advantage (e.g., environmental pillar – biology, geography, etc.; social pillar – cultural anthropology, social sciences, etc.; governance pillar – law, management, political science, etc.; holistically – economics, banking, etc.).
- Have an interest in sustainable finance and would like to explore a career in this sector
- Fluent knowledge of English (spoken and written) is a must.
- Proficient in MS Office applications
- Strong analytical skills with a keen eye for details.
- Very good organizational skills and demonstrated ability to work independently without direct supervision.
- Good communication skills and ability to effectively tailor communication with a diverse range of business partners located around the globe.
- Availability to work remotely up to 25 hours per week under flexible schedule, considering student's university obligations (lectures, etc.).

Benefits for you



**Local work with
global
perspective**



**Attractive
location
in the center
of Poznań**



**6-month paid
internship**



**Office gym and
optional
MultiSport cards**



**Charity
events**



Learning resources

APPLY!