



# JOIN OUR TEAM

**Profile | Office Manager / Sales Assistant – London Office (2/3 days per week)**

## **White Oak Capital Management**

### **About:**

White Oak Capital group provides investment management and advisory services for equity assets of over US \$8.5bn as on 31<sup>st</sup> Jan, 2025. We are a boutique asset manager with two core investment propositions; India and Emerging Market Equities. Besides segregated managed accounts for leading global institutions, White Oak offers investment services through a wide array of fund vehicles domiciled in India, Ireland, Mauritius and The UK to individual and institutional investors. White Oak has investment research teams based in India, Singapore, Spain & Mauritius and additional sales and distribution offices in Switzerland, Dubai and The UK. White Oak Capital group was founded by Prashant Khemka, formerly CIO of Goldman Sachs Asset Management's India Equity and Global Emerging Markets Equity businesses. White Oak's performance-first investment culture is founded upon the following four pillars; A bottom-up stock selection-based philosophy, a high calibre research team, a disciplined analytical process alongside a balanced portfolio construction framework.

### **Role:**

We are looking for someone to support the team in our London office, with tasks which would include, but are not limited to;

- Assisting senior members of the Europe based Sales Team in their duties with clients, prospects and investors
- Being the point of contact with Whiteoak's investors in the region for the majority of their day-to-day requests
- Acting as a conduit between Whiteoak and our relationships with external stakeholders such as Investment Trust Boards, PR advisors, Brokers and our Research Providers
- Acting as office manager for the London office
- Planning roadshows, events and Investor days
- Diary, expense, CRM and calendar management

We are offering this position as a part time role, with a requirement for 2-3 days a week (with a strong preference for in-office attendance at our Mayfair office).

Whiteoak operates a very flat structure, and the candidate will be given a platform to develop the role and help contribute to the growth of the business. The candidate will report into the Head of Distribution for EMEA and the America's, who is also based in the London office.

**The Individual:**

We are looking for an ambitious, entrepreneurial, self-starting individual who is keen to work within a dynamic, fast growing asset manager. The candidate must be highly organised, self-motivated and proactive. We have a strong preference for those with a background in financial services (asset / wealth management / private banking). Whiteoak is a meritocratic, investment led firm where hard work and success is rewarded.

Only candidates based and authorised to work in the UK.