

WHEB Asset Management Intern

November 2023

WHEB Asset Management

WHEB is a pioneer in sustainable and impact investing. Our mission is ‘to advance sustainability and create prosperity through positive impact investments’. We do this through a single, long-only, global equity strategy, investing in companies that provide solutions to sustainability challenges. With a track record of over 15 years, we are one of the early innovators in listed equity impact investing.

Sustainability and impact investing define our whole business as well as the investment philosophy. As a [Certified B Corporation](#), WHEB is part of a global movement of stakeholder businesses, which consider the impact of business decisions on our employees, clients, suppliers, the community, and the environment, as well as our shareholders. Our mission is supported by a strong culture and core values that guide our behaviour.

For more information about WHEB Asset Management, please see www.whebgroup.com.

Intern – Client Relationship & Operations Teams

Are you someone who enjoys working with data? Do you have strong focus and attention to detail? Are you interested in sustainable finance?

We are looking for an intern to work with us for 2-3 weeks in December and/or January to help with cleaning our client data and updating external sites with our latest information.

The majority of the role will be working in Salesforce to improve the quality of our client information and so experience or knowledge of a CRM system would be useful, although not essential. There will also be further projects in Mailchimp and updating WHEB’s information on external websites.

This internship will suit someone who is interested in sustainable investing who would like to develop their knowledge and experience of this industry.

This is a paid internship. Based at our office in central London, the position will offer opportunity for flexible working, including both office and home-based work.

Project description

Key tasks include:

- Creating a record of external websites hosting WHEB information and updating them
- Cleansing data held on our contacts in Salesforce
- Adding contacts and client activity data to Salesforce
- Cleaning lists in Mailchimp
- Other related tasks

The Successful Applicant

The successful applicant should have:

- An interest in sustainable investing;
- Strong accuracy and attention to detail;
- Good organisational and time management skills;
- Excellent written and oral communication skills; and
- Strong Excel skills.

The successful applicant will also be able to align with our values, in particular:

- **Teamwork** - work cooperatively in a small, close-knit team;
- **Leadership** - owning the relevant processes to support the smooth functioning of the team;
- **Continuous Improvement** - having a passion for progress and sharing learning;
- **Passionate about Impact** - a demonstrable understanding of and passion for sustainability; and
- **Integrity** - honest in approach and treating all stakeholders fairly.

Equal opportunities and flexible working

WHEB is an equal opportunities employer and strongly encourages candidates from diverse backgrounds to apply. For more information on WHEB's policies and culture, please see <https://www.whebgroup.com/about/working-at-wheb/>.

Process

Applicants should send their CVs, along with a covering letter to Esther Muschamp esther.muschamp@whebgroup.com. The deadline for applications is 27th November 2023. We regret that it may not be possible to contact unsuccessful applicants.