

About Us

Matrixport Asset Management is a FINMA supervised asset manager for collective investment schemes based in Zurich, Switzerland, providing secure, regulated, and bankable access to crypto and crypto-adjacent, and other traditional assets. The firm was established in 2017 and offers a comprehensive product range designed for professional and institutional investors,

In 2021, Matrixport Asset Management launched the first FINMA regulated crypto fund, establishing an important industry milestone. The firm is also the first regulated specialized crypto asset manager to join the Asset Management Association Switzerland (AMAS).

Since October 2024, the firm has been backed by the Matrixport Group. Matrixport is a global leader in digital asset financial services operating across three continents and managing USD 6 billion in assets with more than 300 employees.

Position: Client Strategy Analyst

Location: Zurich

Experience Requirement: 1 to 2 years in a client-facing role with at least 50 percent of time spent on market development projects.

Role Overview

You will be part of a small, dynamic local team building and scaling a crypto and technology-focused asset management company. This position sits at the intersection of the Client Relationship/Sales and the Portfolio Management teams. The role focuses on active sales activities as well as supporting the communication of investment strategies, creation of client materials, and delivery of investment insights.

The successful candidate works independently, thinks creatively, and proactively brings ideas to the table. Strong analytical skills, excellent communication abilities, and a genuine interest in financial markets are essential, preferably (but not required) in crypto and technology equities.

Key Responsibilities

Client Communication and Presentation

- Independently drive fund/product sales while collecting market insights and understanding investors' needs.

- Prepare, update, and deliver high quality client presentations and reporting materials.
- Translate portfolio strategy and market views into clear, accurate client communications.
- Support the client facing team in responding to investor requests and ongoing relationship management.

Portfolio and Investment Support

- Work closely with Portfolio Managers to understand investment positioning, risk exposures, and performance drivers.
- Draft investment commentary, market updates, and portfolio explanations for internal and external use.
- Provide ad hoc operational support to the Portfolio Management team

Research and Analysis

- Conduct analysis on macroeconomic trends, crypto assets, and technology equity markets.
- Produce data driven insights that support investment decisions and client engagement.

Technology and Workflow Improvement

- Strong proficiency in presentation tools such as PowerPoint is required; proficiency in Excel, Python, or low-code AI automation tools is a strong advantage for streamlining internal processes and reporting.
- Identify opportunities to improve efficiency and implement solutions independently.
- We highly recommend and support the use of AI wherever possible, and if done responsibly.

Candidate Profile

Qualifications and Experience

- A university degree is required, ideally in STEM, Finance, Economics, or Business Management.
- One to two years of experience in a client facing role within asset management, wealth management, investment banking, consulting, or a relevant financial environment.
- Significant part of prior work experience must have involved direct client interaction.

Skills and Attributes

- Strong presentation skills and attention to detail in both narrative and layout.
- High level of curiosity and intellectual independence.
- Ability to work autonomously and propose original ideas without relying on task lists.
- Strong interest in financial markets with enthusiasm for crypto assets and technology equity markets.
- Demonstrated experience using technology, coding skills, or automation to increase productivity.
- Proficient in English. German and/or French is a plus.
- Proactive and “can do” attitude

Team Interaction

- Strong communication skills with the ability to interact effectively with both Portfolio Managers and Sales teams.
- Comfortable in analytical environment.
- Willing to challenge assumptions constructively and contribute new perspectives.

If you are interested, please send your application documents to:

info@matrixportam.com