

# AXONIC

## Investor Relations Intern

### About the Firm:

Axonic is a multi-billion dollar investment firm based in New York City. Axonic's primary business is to manage client capital through structured credit, mortgage-backed and real estate related strategies, including CMBS, CRE debt and equity, Non-Agency RMBS, CLOs, REITs and other asset-backed securities.

### Role:

The Investor Relations Intern will be supporting the Investor Relations / Business Development team. The hire will need to be a motivated, organized, and detail-oriented individual. The ideal candidate must be resourceful in executing tasks and able to function autonomously in a fast-paced environment.

We are looking for this to be a paid part-time role, for approximately 15 hours per week. Subject to discussion, there is flexibility to schedule these hours between 9am-6pm on Monday through Friday. The role will be fully in office (NYC). We expect the term of employment to be ~5-7 months, with the possibility of an offer for a summer internship, contingent upon performance and team needs.

### Responsibilities:

- Support the Investor Relations / Business Development team in providing best-in-class service to our existing and prospective investors across both institutional groups and private wealth channels
- Assist in completing regular and ad hoc investor information and document requests, including due diligence materials
- Update firm and fund marketing presentations, analysis for internal and external use, and investor communications
- Maintain and update a shared database of investor data and produce key operational reports using the firm's client relationship management (CRM) system, Dynamo
- Assist as needed with internal requests and analysis related to strategic discussions and business development initiatives

### Job Requirements:

- Strong skills in Excel, Word, and PowerPoint
- High level of precision and attention to detail in a fast-paced, deadline-driven environment
- Excellent written and effective oral communication skills
- Strong organizational skills and ability to multi-task effectively
- Team player with the ability to learn quickly and work independently with minimal oversight