

Renewals Analyst – Strategic Insight New York Office

We are currently seeking an Analyst to join the Renewals Team in our New York office. Reporting to the Business Manager of Renewals, the Analyst collaborates with our Client Service, Technology, Sales and Finance teams to ensure high retention rates of our subscribers. Responsibilities of this position include but are not limited to:

- Assist with implementing annual price increases across the board and notifying clients.
- Maintaining client database and monitoring account management.
- Work closely with Client Service and Technology to review and coordinate feedback from clients.
- Strategize ways to maintain the client and ideally increase the amount of subscriptions.
- Work closely with Sales on pricing, negotiating contracts and dealing with the clients directly as needed.
- Assist Manager by working with Finance regarding invoicing and collections processes.
- Work on contractual issues and implementation of complete and proper legal paperwork with clients verifying all details are accurate and the financing is tracked correctly. Work with Strategic Insight product managers and outside legal counsel to ensure the client is given a contract that clearly outlines obligations of both parties.
- Act as liaison between clients and internal Asset International departments regarding all renewals.
- Tracking, monitoring and ensuring accuracy of all client records through Salesforce.com and Order Management

REQUIREMENTS:

- Bachelor's degree. Degree in Finance preferred.
- 1-2 years of experience minimum required.
- Skilled in MS Office and experience working with large databases.
- Strong written and verbal communication skills, keen attention to detail, ability to read legal documents.
- Excellent organizational skills with the ability to multi-task.
- Ability to work as a team and also move projects forward individually.
- Experience with Salesforce.com required
- Ability to work with clients and maintain good relationships.
- Paralegal skills a plus, or prior experience reading contracts.

Interested applicants should email a cover letter, resume and salary requirements/history to:
careers@assetinternational.com

About Asset International

Founded in 2009, Asset International (AI) provides critical data, business intelligence, and information services to the global investment management industry. AI delivers proprietary data and analytics, as well as marketing solutions that target global asset managers. The Company's client base includes over 500 of the most prominent names in the asset management industry, representing more than \$20 trillion of global AUM. Its recognized data products include the [Strategic Insight](#) database, [Simfund Mutual Fund](#), [Investor Economics](#), and [Plan for Life](#). AI's portfolio of marketing solutions includes brands such as [PLANSPONSOR](#), [PLANADVISER](#), [Chief Investment Officer](#), [Global Custodian](#), and [The Trade](#).

Asset International Inc. is an equal opportunity employer committed to workplace diversity.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.