

Senior Associate / Assistant Manager, Institutional Business

Job Description:

- Facilitate the expansion of business and cover the institutional clients in Asia;
- Support senior sales and gradually take initiatives on sales activities and client follow-ups across the whole institutional sales process, including client mapping, initial pitching, monitoring/due diligence, identifying key decision makers, regular follow ups and final pitch;
- Accurately and efficiently prepare marketing materials, customized client reports/proposals, sales reports, market research;
- Respond to prospects/clients queries on portfolio performance & analysis, risk metrics, market outlook and the planning of events/road shows;
- Facilitate the team to manage the client database/CRM, distribution list and track the progress of key pipelines/clients

Requirements:

- Degree holder, preferably in Business Administration, Finance, Economics or related disciplines;
- 2-5 years of relevant experience in the financial industry; Sales & Marketing or investment/product specialist experience from Asset Management Company is preferred;
- Knowledge and interest in financial products;
- Good command of written and spoken English and Chinese (Mandarin and Cantonese)
- Strong communication skills, presentation skills and writing skills;
- Highly customer oriented and self-motivated;
- Good time management skill;
- Strong team player and willing to support other sales colleagues' needs;
- Proficient with Bloomberg, Morningstar, Microsoft Office, Word, Excel and PowerPoint.

Interested candidates please send your full resume with current and expected salary in MS Word format at career@vp.com.hk. Personal data will be used for recruitment purpose only.

Only shortlisted candidates will be notified.