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# Example of Agency Manager Job Description

Our growing company is hiring for an agency manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for agency manager

* Manage and co-ordinate initiatives within cross functional groups
* Co-ordinate with legal and compliance to ensure transactions are within the prescribed SEBI and AMFI regulations and guidelines
* Provide SEBI reporting and AMFI reporting as required by the compliance department
* Ensure system requirements of the teams are captured, documented, tested and implemented
* Constantly look for ways to enhance the TA system
* Manage resources such that project activities are completed within affecting BAU
* Preparation and generation of any specific project related reports that need to be sent to the management
* Ensure various return (monthly, quarterly, bi-annual and annual) filed before the due date
* Support and ensure implementation of all regulatory changes within stipulated time frames
* Interact with executive management to develop plans and management priorities

## Qualifications for agency manager

* Employee recruitment, development, coaching, mentoring, and performance-management skills
* AMFI certification will be an added value
* Practices project management principles and processes
* Proficient in Project Management tools (i.e., MS Project) or similar project tool (s)Working knowledge of digital, print, event, tech, and content production (interactive design, HTML, Flash, video)
* Schedule agent audits in accordance with company’s risk model system, requests from management and on an as needed basis to ensure that audits are performed in the most effective and cost efficient manner
* Send out audit notifications to agents and prepare all necessary pre-audit materials