Downloaded from <https://www.velvetjobs.com/job-descriptions/asset-management-consultant>

# Example of Asset Management Consultant Job Description

Our company is growing rapidly and is hiring for an asset management consultant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for asset management consultant

* Primarily responsible for supporting the senior consultant advisors in their pursuit to obtain, maintain and leverage buy rankings to drive new business opportunities
* Assuming responsibility for some tier 2 and tier 3 UK domestic consultants
* Supporting the consultant advisors in their coverage of the research and field consultants, providing information and responding to queries while they are traveling
* Being a liaison between the consultant advisors and the RFP, CAM and PAG teams
* Organising and hosting some research meetings and responding to general queries
* Working with the UK Institutional, Insurance and Sovereign teams in respect to identifying, tracking and progressing new business opportunities
* Working with investment desks to tailor RFPs and presentations to the needs of the investment consultants
* Assist in the gathering and consolidation of market information in the form of presentations and excel spreadsheets for use in internal management meetings
* Liaise with the database team to ensure all consultant databases are up-dated and all pre pitch materials are provided in a timely manner
* Coordinating external communications with consultants

## Qualifications for asset management consultant

* Plan and coordinate marketing campaigns and projects to meet business and marketing targets
* BSc or MSc in geology, environmental science, or similar degree required
* Additional knowledge of general Dutch environmental regulations, or other relevant multi-disciplinary skills will be considered as a plus
* Experience working with government transport based clients
* Ideally Chartered in relevant institution
* Three years of experience in project management, corporate information systems within an audit, tax and/or advisory firm