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# Example of Fixed Income Sales Job Description

Our growing company is searching for experienced candidates for the position of fixed income sales. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for fixed income sales

* Supporting institutional trading and sales throughout the trading day
* Relieve the sales staff of all operational duties
* Assist with administrative support of client accounts
* Process and follow up on client requests, including file maintenance
* Backup and relay on all incoming phone calls
* Process trade tickets as needed
* Organize information for trading desk utilizing Microsoft Excel and/or other programs in a timely manner to disseminate to group(s)
* Support front –office trading and sales desk for futures, emerging markets and repo
* Perform allocations in front office system for cash and repo trades
* Initiate the creation of new non-legal entity accounts

## Qualifications for fixed income sales

* Proactive involvement in the ISDA/CSA negotiation process
* Build relationships with key decision makers at the client and manage the on-boarding relationship proactively
* Work with Sales and clients to ensure maximum account coverage
* Advise clients and internal stakeholders on emerging issues, troubleshoot problems and collaborate on solutions
* Responsible for reviewing all aged accounts requests and taking necessary steps to either close down request or proceed with account opening
* Provide regular reporting and verbal updates to Head of EMEA FX, Credit & Interest Rates Sales