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# Example of Institutional Sales Job Description

Our company is hiring for an institutional sales. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for institutional sales

* Organising investment seminars for groups of clients
* Frequent interaction with GSAM portfolio management and strategists
* Provide professional and consistent phone/email coverage to ensure prompt attention to requests/inquiries
* Act as point person to provide client support in the form of proposals, marketing material, event planning, and meeting scheduling with the cooperation of sales, research, and marketing teams
* Manage monthly calendar to ensure minimum of 12 meetings per month with qualified institutional investors
* Maintain and improve a relationship with the existing institutional clients
* Approach to new institutional investors and get a new mandate from them
* Manage sales pitches and RFPs
* Build and maintain a relationship with Consultants
* Oversee client servicing for responsible accounts

## Qualifications for institutional sales

* Exceptional level of professionalism including strong team orientation, being open and approachable courteous
* Demonstrated ability to meet or exceed business development objectives in payments industry, or related industries
* Knowledge of e-commerce, fraud prevention, and Credit Card Processing industries strongly preferred
* At least 8-10 years sales/business development experience in asset management or alternative investment firms, with solid understanding of the institutional business in Asia
* Solid understanding of Institutional Investors and a range of asset classes, such as Equity, Fixed Income, Funds and Derivatives
* Hungry to be calling on clients and driving new business