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# Example of Intermediary Sales Job Description

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

## Responsibilities for intermediary sales

* Grow sales of Ivy VIP and sub-advised funds through engagement of the distribution teams of our insurance partners and via variable products platforms
* Collaborate within Distribution / Distribution services, internally (such as Proposition marketing) and externally for coordinating marketing and sales-related activities, such as brokers seminars, delivering of marketing / promotion materials, and events and customers visits in term of invitation, venue logistic, refreshment, seminars/event material
* Participate proactively in the assigned project or ad hoc tasks as required and as a subject matter expert
* Responsible for the administration work of Distribution services
* Build sustainable and strong broker relationship
* Back-up of the colleagues within Distribution services
* Manage all the relevant documentation for control & audit and historical reference in an effective and systematic order
* Work closely and collaboratively with internal and external in providing the required responsibilities
* Provide sales support to the Taiwan Intermediary Business team through preparing sales reports, product and market reports and analysis
* Assist the team to complete different business projects in accordance to the business growth of the Taiwan market

## Qualifications for intermediary sales

* Series 6 or 7, 63 and 65 licenses preferred
* Ability to provide proactive and reactive professional service in a fast-paced sales environment
* Attention to detail and dedication to quality of work is essential
* University degree, preferably in Finance or Business related discipline
* 4-year degree from an accredited university in quantitative or hospitality-related discipline
* Experience with SQL based programs or other database query tools (SAS, Python, R, ) a plus