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# Example of Investment Advisory Job Description

Our growing company is looking for an investment advisory. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for investment advisory

* Understand key branch processes such as the client appointment process, Five Step process and branch workflow to ensure these are integrated into solutions recommendations for branch teams
* Ability to probe for information to diagnose branch/client needs and provide alternatives or best practices
* Devise strategies to grow the online securities business for Consumer Banking Group
* Drive digital and journey transformation projects which support strategic digital capability development for investment products
* Responsible for the planning, budgeting and documenting all aspects of the specific projects related to digitalization
* Assist in planning and drive Unit Trust investment initiatives
* Develop effective sales incentive plan, sales aids, sales flow and training materials to increase sales efficiency and reduce cost / lead time
* Coordinate with fund partners to launch new products in compliance with internal & external guidelines and regulatory requirements
* Conduct market analysis timely to identify business opportunities / threats, initiate appropriate product strategies / plan including distribution capability to optimize the business results
* Revamp / improve products on shelf, review documentation / sales process, streamline operation flow while adhering to both internal policies and regulatory requirements

## Qualifications for investment advisory

* Familiarity with and ability to use CRM system for tracking advisor meetings, pipeline management
* The ideal candidate will possess significant mutual fund advisory experience
* Demonstrable critical thinking and analytical capabilities
* Proficient written, verbal and presentation skills
* Series 7 and 66 required within 6 months of hire, if not currently licensed
* Extensive knowledge of asset allocation, portfolio construction, and portfolio risk management