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# Example of Investment Sales Job Description

Our innovative and growing company is hiring for an investment sales. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for investment sales

* Regularly measure partners' performance and identify gap needs to improve partnership business and proposed action plans to direct supervisor
* Coordinate with internal/external and local/regional business stakeholders to run daily business smoothly
* Ensure responsible partners to perform business with compliance and regulator complied
* Perform other adhoc or special assignments assigned by senior management
* Technical Sales Team Support - To support the Technical Sales Team on a daily basis, in all aspects of their role, thereby maximise their opportunity to deal with high value-add tasks or interactions with clients
* Ad-hoc projects for Head of Technical Sales - Conduct various data collection and analysis projects as requested by Head of Technical Sales
* Technical Administration for Relationship Managers - Assist with various legal, commercial and operational tasks, often data heavy and highly detailed on behalf of the relationship managers
* Develop Powerpoint presentations for internal and external use - Build Powerpoint presentations to help better communication between the Technical Sales Team and internal and external stakeholders
* Process Sales team requests - To assist in the process of any specific requests from the wider sales team
* Co-ordinate Technical Sales Team - Help organise and co-ordinate the technical sales team, especially around team meetings, external meetings and the production of presentations

## Qualifications for investment sales

* Deep understanding of EMEA client landscape and appreciation of sustainable investing market landscape
* Preferably GCC national
* Ability to translate business and technical concepts into functional specifications
* Provide guidance on project scope, acceptance criteria, definition of done
* Experience utilizing Atlassian tools like Jira & Confluence is desirable
* Three or more years of experience in the brokerage industry