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# Example of Transaction Services Manager Job Description

Our company is growing rapidly and is looking to fill the role of transaction services manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for transaction services manager

* Build sustainable relationships with clients, and take responsibility for delivering answers to clients in most cases
* Support the conversion of opportunities into chargeable work including pitch participation
* Identify and recognise new project and business opportunities, and inform the project director or partner as appropriate
* Act as an ambassador of the firm
* Seek and take action on feedback
* Deliver honest and timely feedback to executives
* Manage sales and marketing efforts for the full range of securities & fiduciary services and related products, such as securities custody and fund administration
* Develop and drive sales strategy for growing the custody business
* Work closely with business partners to evaluate and strategise new requirements for business
* Provide customer with a bundle of service to cater for their needs cash management services, electronic banking

## Qualifications for transaction services manager

* Strong personal impact Ability to perform consistently at a high level under pressure Evidence of managing teams in a fast moving environment with changing client requirements
* Account opening and deal implementation, including service agreement and fund documentation review and liaison with legal
* Participate in projects for improvement of service quality and other deliverables
* Ensure compliance with the bank and regulatory procedures and policies, banking/statutory requirements and industry codes / practices
* Keep abreast of market information and developments
* 5 – 7 years experience in regional custody and/or fund administration environment