



## Example of Consultant Relations Job Description

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Our company is looking for a consultant relations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for consultant relations

- Proven problem solving and case management ability
- Strong commercial acumen and the ability to work in a fast-paced business environment
- Engage, communicate & report in a timely manner with internal stakeholders within FT (Distribution – USIS Sales/RM, USAS, IAG, Mid-Office Client Service, Portfolio, Product Marketing, Product Management, RFP, Database Services)
- Communicate consultant ratings to our key business partners
- Building strong relationships with consultant contacts, both current and prospect
- Strengthening communication efforts by tracking activity, generating status reports and maintaining updated information for consultant contacts
- Gathering, analyzing and discussing market trends and data
- Responding to internal and external requests with a client service mind-set, exhibiting a strong sense of urgency
- Audit organization to identify employee relations issues, and recommends appropriate actions to address and resolve those issues
- Participate in exit interviews and grievance procedures

### Qualifications for consultant relations

- Bachelor degree required, as are Series 6, 7 and 63 licenses
- Minimum of 10+ years in an institutional sales capacity with demonstrated knowledge and experience working with Investment Consultants

- Ability to provide direct and/or indirect leadership to team, including coaching, development and performance management
- Strong verbal communication skills and an ability to foster relationships and build referral loyalty
- Experience working as a pension consultant