



# Example of Equity Sales Job Description

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

## Responsibilities for equity sales

- Assisting with trade booking, processing and client service queries
- Development of desk marketing materials, pitch books and supporting client meetings and roadshows
- Assisting with client onboarding processes liaising with Clients and internal support groups
- Helping to Sales monitor the markets and manage salespeople business flow
- Manage relationships with the sales team and the trading desk with external clients
- Submit a covering letter and concise resume as one Word or PDF-formatted document
- Hold appropriate tertiary qualification in a relevant discipline
- Demonstrate a stable and progressive work history to date with approximately 3+ years experience as noted above being able to substantiate a strong track record in sales
- Work with UK and continental sales team to solicit quarterly ideas from premier US analysts and assist in constructing the best ideas portfolios
- Manage and oversee key client relationships

## Qualifications for equity sales

- High degree of initiative and must be a self-motivator
- At least one year of sales experience gained from working in a high quality investment bank or wealth management firm
- Individuals should ideally have extensive experience in dealing with clients

- Self-motivated individual, with a commitment to excellence