



Example of Investment Product Specialist Job Description

Powered by www.VelvetJobs.com

Our company is looking to fill the role of investment product specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for investment product specialist

- Manage the overall timeline of the RFP to ensure deadlines are met
- Perform Daily Trade Support functions including Trade Corrects, Trade uploads
- Monitor and daily Fail reports
- Ad hoc reporting requests from our clients and investors Including position P/L reports, margin maintenance / requirement reports, and other one off client requests
- Creation and distribution on daily client reports
- Responsible for quality control of client facing data including daily reports prepared for clients monthly reviews of client statements to identify potential issues
- Work independently to prioritize the daily work and ensure all requisite procedures and controls are adhered to
- Tracking issues and working with technology and operations to resolve them
- Possess a firm understanding of the diagnostic sales process and employ its principles and techniques when engaging with a prospect or client, understanding the commercial pricing and client's use of platforms and data to inform pricing
- Assist the trial process with a deep understanding of the client's workflow, and how our solutions may enhance that workflow

Qualifications for investment product specialist

Bank

- Responsible for development and on-going maintenance of Irish Domiciled UCITS funds, including UCITS Common Contractual Funds
- Maintain CCF client Tax documents database, and serve as contact for Tax pooling, to solve CCF tax related queries and challenges
- Strong level of computer skills and proficiency in MS Office software
- Organized and detail oriented, understands the product development process
- Probes more deeply when confronted with inconsistent or interesting findings