



## Example of Third Party Distribution Job Description

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

### Responsibilities for third party distribution

- Actively communicate with distributors and provide high level solutions for them
- Work with Product Capital Market team and Wholesale team to raise assets
- Mentor junior people in the group
- Establish, maintain and grow relationships with leading insurance-based advisors / consultants across both the HNW and corporate markets (travel will be required for part of this role)
- Collaborate with the service provider in the development and implementation of systems and processes that ensure a high degree of inventory integrity by confirming inventory best practices
- Sound knowledge of MS Excel, PowerPoint, Salesforce and CRM systems (desirable)
- Work closely with senior team members for ongoing client servicing and sales support, with the focus on developing into a highly self-motivated, effective, self-sustaining client coverage person in 2 to 4 years
- Lead and manage the entire internal sales process involving multi-disciplined teams including Portfolio Management, Legal, Compliance, Operations, RFP and across regions
- Participate actively in team discussions and formulation of new initiatives
- Analyze relevant market-based trends, internal or third-party research on funds

### Qualifications for third party distribution

- Minimum of 3 to 5 years in a research-related role
- Exceptional attention to detail and high sensitivity to confidential Information
- An understanding of broker/dealer and registered investment advisory markets a plus
- Background working both with technology and with sales organizations
- Solid financial acumen, with in-depth knowledge of the Asset Management Industry and/or Business Analytics platforms and tools