

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>: Assistant Manager – Products</b>	<b>Reporting To</b>	<b>: Manager - Products</b>
<b>Department</b>	<b>: Corporate Office</b>	<b>Location</b>	<b>: Pune</b>

<b>Role &amp; responsibilities</b>	<p>Coordinating with 3rd party product manufacturers for sourcing products and services</p> <p>Working with the sales, mid office and research team to disseminate the product information to the system.</p> <p>Coordinating with the AMC/ Insurance &amp; 3<sup>rd</sup> party manufacturers for various issues and that the TAT are maintained</p> <p>Ensuring all receivables are processed on timely basis</p> <p>Ensuring all the internal &amp; external contests rolled out &amp; results declared in a timely manner</p>
<b>Skills/Knowledge prerequisites</b>	<p>Candidates should possess adequate knowledge about the Indian stock market and selling of equity &amp; equity MF investment ideas and selling of insurance products both life and general.</p>
<b>Educational Qualifications</b>	<p>A professional with CA / ICWA / CFA / MBA</p>
<b>Experience Profile</b>	<p>5 years plus experience in the financial distribution industry</p>
<b>Personality Traits</b>	<p>Presentable.</p> <p>Good Leadership Quality.</p> <p>Ability to accept challenge.</p> <p>Team Development Quality.</p> <p>Good Presentation skills.</p>
	<p>Understanding the MF Market/Insurance and Fixed income markets</p>