



JOB DESCRIPTION

Sales Support Executive (Reporting to Head of Sales) Location: Edinburgh

Job Type: Full Time (may consider reduced hours)/Permanent

Salary: up to £27,000

JOB OVERVIEW

To provide efficient sales support to the Sales Team at Amati Global Investors. You will have excellent communication and interpersonal skills and be a strong team player. You will be responsible for all sales administrative duties ensuring that tasks are conducted in a timely and accurate fashion.

RESPONSIBILITIES

- Offering sales support to Regional Sales Directors & Head of Sales
- Working closely with Head of Sales to ensure effective and consistent communications with key sales contacts
- Liaising with advisers and wealth managers - providing information / data on our funds
- Generating sales aids and peer comparison reports & analysis – using FE Analytics or similar to provide meaningful analysis
- Overseeing all presentations / DDQs / newsletters / factsheets - ensuring consistency throughout
- Regularly reviewing marketing material such as fund flyers ensuring that data and content is current/relevant
- Maintaining and developing the Amati quarterly newsletter
- Developing relationships with journalists and industry publications and seeking out PR opportunities to help increase Amati's exposure and raise its profile
- Working closely with other members of the sales team to consider marketing and advertising opportunities that may arise
- Assist with organising fund seminars and other similar events
- Assisting investment team from time to time with administrative support and providing holiday cover when appropriate

QUALIFICATIONS & EXPERIENCE

- Excellent communication skills (both written & verbal) and professional telephone manner
- Highly organised / ability to take on and manage several projects at once
- Team player
- Excellent Microsoft skills
- Attention to detail
- Bachelors degree or qualified through experience

PERSONALITY

- We are looking for someone to join the already established dynamic team at Amati Global Investors to continue to grow its investment offering and other services.
- The role would be suitable for anyone with strong communication, interpersonal skills and professional telephone manner. The ideal candidate will be disciplined and have exemplary organisational skills. Attention to detail is vital.
- Full training will be given but it would be advantageous for candidates to have had some sales experience within a financial services organisation.



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A job description is not designed to articulate every single element of a particular role but to provide a general overview of the sort of work that the role will usually involve. As the business continues to evolve, you may be asked to undertake alternative tasks and duties which are not featured in this job description but which are within your overall capabilities and it is expected that you undertake those willingly and with enthusiasm

Please complete the job application form and send it along with your CV by email to: info@amatiglobal.com or by post to:

**Rachel Le Derf
Amati Global Investors Ltd
8 Coates Crescent
Edinburgh EH3 7AL**

Deadline for application : 31 January 2019