



VACANCY ANNOUNCEMENT

POSITION TITLE: **Institutional Sales**

EXPERIENCE LEVEL: **Executive Director**

DURATION: **Long-term**

LOCATION: **Yerevan, Armenia**

JOB RESPONSIBILITIES:

- research and analyze market landscape, identify prospects and business opportunities for institutional clients, put together product descriptions and offers;
- assess the investment goals of the existing and potential institutional clients, monitor their product preferences, assess return expectations, needs and risk appetite;
- reach out to new clients, arrange and attend business meetings to present company's offers and close sales, work proactively and diligently to establish, maintain, and expand relationships with an international network of institutional investors;
- through ongoing contact initiatives facilitate clients' understanding of the market opportunities, update them on the latest events and available services;
- develop value added ideas to improve product positioning and increase revenues;
- collaborate with other team members to produce presentations and other marketing materials for institutional investors;
- act as the primary contact point for institutional clients, handle requests and complaints in a professional and efficient manner;
- submit reports to the management on a regular basis, in the required format.

REQUIRED QUALIFICATIONS:

- 3+ years of experience on the sell side;
- high-level access to major corporate entities in the CIS region;
- high number of contacts with institutional clients in the CIS region;
- excellent communication, negotiation, and presentation skills;
- fluency in English (Armenian, Russian will be considered an advantage);
- flexibility for remote work.

APPLICATION PROCEDURES: If you possess the above listed qualifications, please send your CV to armenbrok@armenbrok.com.

APPLICATION DEADLINE: 19 August 2022, applications will be considered on a rolling basis