



POSITION: Business Development Manager, Bi-lingual French & English

REGION: Eastern Quebec and Atlantic Region

POSITION DUTIES:

- Work with the managing director of sales on the regional sales plan
- Help build meaningful relationships with the Advisor channel in partnership with field managing director.
- Work with field managing director on the territory sales planning and organize weekly scheduling of meetings.
- Project manage workflows for new product launches including marketing campaigns.
- Proactively collect & expand the database of IIROC for the wholesalers assigned territory.
- Maintain and update the CRM/Salesforce database.
- Maintain sales reports.
- Coordinate follow up and information flow to the assigned advisor channel.
- Monitor the success rate of sales efforts in the territory, providing a weekly report of new activity and sales.
- Respond to client inquiries for product information or assistance.
- Identify opportunities and present solutions that are suitable to meet the clients needs.
- Assist in sales and marketing initiatives, which include activities such as promotional marketing, events, and newsletters.
- Office administrative duties.

QUALIFICATIONS:

- Knowledge of Financial Markets & Exchange Traded Funds.
- Excellent communication skills, both oral and written.
- Detail oriented and organized, ability to work on spreadsheets and data management systems.
- Motivated and committed to hard work with desire to be successful.
- Effective time management skills.
- University/College degree desired.
- Must be fluent in French.

Interested applicants please forward their resume with a cover letter to resumes@harvestetfs.com.

We thank all applicants in advance for their interest, but only those candidates shortlisted for interviews will be contacted.

Harvest Portfolios Group Inc. is committed to creating a diverse and inclusive environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, ethnicity, religion, sexual orientation or expression, disability, or age.

Harvest Portfolios Group Inc.
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