



Position: Business Development Manager

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

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