



Position Title **Inside Sales Associate**

Location Toronto

Reporting To Director, Asset Management, Chief Investment Officer

Position Overview We are currently seeking a sales and marketing associate. In this role, the successful candidate is expected to spearhead and manage sales campaigns, collaborate on marketing materials and provide sales support. Acting as a product specialist to not only aid in developing new relationships but also servicing existing clients.

- What you will do**
- Collaborate with other team members, develop and run internal RGMP sales campaigns for our funds, SMA strategies and managed portfolio service
 - Work closely with the Portfolio Management team attending daily meetings, learning about the investment solutions and providing support where needed
 - Respond to telephone and written requests for product, financial and administration information from advisors
 - Answer calls and correspondence
 - Develop relationships with internal and external investment advisors
 - Provide support for road shows
 - Assist in the creation of marketing material and maintenance of existing material

- What you will bring**
- 4+ years industry experience
 - Decent writing skills
 - Client services or administrative experience
 - University degree and/or college diploma required
 - Fluent in computer skills (MS Word/Excel/PowerPoint)
 - Solid understanding of investment products and mutual funds
 - Excellent time management and organizational skills
 - Excellent verbal and written communication skills
 - Able to work in a team environment

- What you can expect from us**
- Collaborative and friendly team environment
 - Opportunities to develop and grow within the company and within the team