

INVESTMENT EXECUTIVE POSITION

A prestigious Nairobi-based Investment Bank with a quarter century of serving the financial community is seeking young professionals between the ages of 21-35 who have attended local secondary schools following the British curriculum (IGCSE/A-Levels) or another equivalent International curriculum (e.g., IB).

Candidates must have a passion for the **sell-side** of the financial industry, social interaction at an executive level and be able to communicate confidently to corporate and high net-worth clients (HNWI's) as they engage with them to develop actionable plans to achieve specific financial results.

Successful candidates will participate in a 3-month training program. Upon **successful completion** of which, they will automatically receive a **full-time contract**, reviewable annually. Some of the duties associated with the Investment Executive position are:

1. PROSPECTING FOR NEW BUSINESS/ BUSINESS DEVELOPMENT:

- Initial phone solicitation for new business (cold calling)
- Solicitation through existing social and business networks
- Preparation of lists of prospective/ target clients & maintenance of prospect book

2. CLIENT VISITATION & PRESENTATION & SALES:

- Sales presentations of financial products to corporate and HNWI prospects **in person**
- Distribution of up-to-date marketing materials to existing clients and prospects
- Daily in-office and out of office meetings with prospects and clients, **including meetings at prospect/client homes and places of work and follow up emails**
- Assisting clients filling out account opening documentation
- Facilitation of client funds transfers.
- Facilitation of documentation associated with placement of funds

3. CLIENT MAINTENANCE & KNOWLEDGE:

- Servicing of existing clients monthly
- Maintenance of current product knowledge (both in the local & overseas markets), including, but not limited to product knowledge of, Fixed Income Securities, Offshore Investments, Unit Trusts & Pension Products

Successful Candidates for the Investment Executive position typically possess:

An extremely **outgoing**, confident personality

Be self-motivated and be able to express themselves professionally in English Have a serious interest in a **long-term** career in investment banking.

An "A" level, "O" level (IGCSE), IB or other international secondary school qualification

An Undergraduate degree with a second-class upper honours / 3.0 Grade Point Average or above

A Master's Degree and/or relevant experience are a plus.

If this describes you and you meet the above requirements, please forward your CV/ Resume to careers@dryassociates.com

Please note that only shortlisted candidates will be contacted.