



PACIFIC ASSET MANAGEMENT  
**SALES SUPPORT ANALYST**  
LONDON, UK

Pacific Asset Management (PAM) is a fresh and progressive asset manager, rethinking the conventions of how asset management works for advisors, institutions, investors, asset owners and the industry.

We are responsible for over \$22.8 billion\* of assets for our clients which comprises Single Manager strategies and technology enabled Advisor Solutions.

We seek to deliver to our clients and partners through an innovative and progressive lens pushing the boundaries of technology, operational and investment research.

**JOB TITLE: SALES SUPPORT ANALYST**

We are looking for a diligent, organised and detail-oriented candidate to join our Single Manager Sales team as a Sales Support Analyst. The successful candidate will work within the Sales Support team delivering on secondary relationship management, regular reporting, ongoing pipeline management and ad hoc requests, working closely with Sales Directors and internal teams including marketing, investment, operations, and compliance.

**RESPONSIBILITIES INCLUDE:**

- Work as a member of a highly motivated and dynamic Sales Support team.
- Provide sales support across the Single Manager Sales team, partnering closely with Sales Directors on business development activities.
- Support the planning, coordination and execution of client meetings, due-diligence meetings, including preparation of materials, attendee management and meeting follow-up.
- Client support: own and maintain a database of recurring client reporting requirements for an assigned client book, ensuring timely and accurate delivery.
- Prospecting and client support: prepare and disseminate, strategy sheets holdings data, attribution and liquidity analysis; collaborate with colleagues on DDQs, RFIs and RFPs on an ad hoc basis.
- Maintain and improve efficiencies in the use of the CRM system, including company, contact and marketing lists.
- Ensure client notes, pipeline information and internal reporting requirements are kept up to date.
- Demonstrate initiative in developing and improving sales support processes.
- Manage the population and ongoing maintenance of consultant databases across the Single Manager range.

- Assist in maintaining wholesale and institutional sales pipelines, working with the technology function to enhance efficiency.
- Working with the Marketing team to prepare marketing materials, and own central distribution marketing materials.
- Assist with the organisation and delivery of client events, roadshows and due-diligence meetings, working closely with the Marketing team.
- Undertake research on competitive landscape, market trends and search activity, by keeping abreast of industry news through pertinent publications and databases.

**WE ARE LOOKING FOR APPLICANTS WHO CAN DEMONSTRATE THE FOLLOWING SKILLS/EXPERIENCE:**

- Strong communication and interpersonal skills, with the ability to effectively collaborate with colleagues at all levels of the organisation.
- Ability to work independently and prioritise effectively in a fast-paced environment, while adhering to relevant processes and controls.
- Consistent attention to detail and strong organisational skills.
- High level of integrity and professionalism.
- Two to four years' experience in a sales support role within financial services.
- Proficient in Excel, Word and PowerPoint.
- A team-player with a positive attitude and strong work ethic.
- Demonstrable knowledge of financial markets and products.

**BENEFITS:**

- Competitive salary package
- Pension scheme
- Health insurance
- Death in service
- Income protection
- 25 days' annual leave

**PLEASE GET IN TOUCH**

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