

Pacific Capital Partners Limited

Detailed job/responsibilities description

Role: Sales Intern

Location: London

About our Business

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 £5.8 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.

**as at 30 August 2024*

Job description

Tasks may involve:

- Market research across Sales segment
- Assist with database population and maintaining records on the client relationship management (CRM) database
- Sales support / assist with prep for sales meetings
- Assist with client queries / prep for client meetings
- Assist team with general admin and logistics
- Attend and minute internal and external (where appropriate) meetings
- Supervised by Associate Directors

Technical Skills:

- Attention to detail and accuracy
- Strong written and oral communication skills
- Strong interpersonal skills to establish credibility and respect with key stakeholders throughout the firm
- Strong decision-making/problem-solving skills
- Collaborative and adaptive to a team-based sales and service model
- Medium/Advanced Microsoft Office including Excel, PowerPoint and Word

Please note that the Sales team at PAM is divided into three divisions: Retail, Wholesale, and Institutional. Upon joining the Sales team, you will be assigned to one of these divisions based on your skills, experience, and the specific needs of the department at that time.