BIAS

INVESTMENT MANAGERS - SECURITIES ANALYSTS

ASSISTANT MANAGER, BUSINESS DEVELOPMENT

Bermuda Investment Advisory Services Limited (BIAS) is a dynamic, growing company that provides full investment advisory and asset management services to companies, trusts, and private clients. The Assistant Manager, Business Development will be responsible for successfully identifying and developing new sales opportunities while maintaining existing clientele.

Responsibilities and Duties Include:-

Business Development:

- Build and expand networks with business communities in Bermuda, Cayman, British Virgin Islands and other offshore centres.
- Identify key relationships in Local Trust and Captive Insurance Companies.
- Prospect and generate leads and turn qualified prospects into clients.
- Responsible for new business acquisition and growing existing business incrementally.
- Identify and develop new market opportunities.
- Deepen/further existing relationships with clients.
- Make presentations to clients and prospective clients.

Branding:

- Build brand awareness with target markets
- Create and manage advertising campaigns
- Develop collateral materials to support sales efforts
- Ensure website content is up-to-date with relevant information
- Develop interactive media

Portfolio Management:

- Manage a portfolio of high net worth clients using relationship sales and management skills.
- Prepare periodic reports for existing clients as well as proposals for prospective clients.
- Document client communications in contact management software (ACT!).
- Supervise the preparation and maintenance of all paperwork necessary regarding trades, transactions and client documents.
- Participate as a member of the Investment Research Committee.

Educational and Work Requirements Include:-

- A university degree, preferably in commerce, finance or economics.
- A CFA Charterholder with a minimum of 5 years experience in developing corporate and private client relationships.
- Existing business relationships (non-restricted) in offshore centres.
- Strong written and verbal skills are essential.
- Experience in successfully leading other portfolio managers is preferred.
- Ability to travel, to work without supervision and the willingness to work long hours if necessary.
- The individual must be energetic, visionary and willing to relocate to other offshore jurisdictions if required
- Strong PC skills, particularly with database and spreadsheet applications.

Human Resources, Bermuda Investment Advisory Services Limited.
Wessex House, First Floor, 45 Reid Street, Hamilton, HM12, Bermuda
Or by fax to 1-441-292-7292; or email: hrrecruiting@bias.bm

Closing Date: February 29th 2012
BIAS is an equal opportunity employer

Licensed to conduct investment business by the Bermuda Monetary Authority.