



INVESTMENT ADVISOR/PRODUCT SPECIALIST

BIAS, an investment management firm and pension administrator, is looking for a qualified ethical individual capable of managing the existing client base through superior client care and product management as well as building relationships and growing the current client basis through referral generation and new client acquisition.

Responsibilities and Duties include:

- Be first source of information for BIAS' integrative service structures: Freedom Trading, BIAS Global Portfolios SPC mutual funds and BIAS Pension Solutions.
- Actively promote BIAS' integrative service structures as well as various investment products through client referrals and various contact systems.
- Proactively handle client queries relating to the various investment products and assist clients in various administrative tasks such as account opening or operating the various online services provided by the firm.
- Assist in the preparation of marketing materials and investment seminars as well as other asset gathering initiatives.
- Gather information regarding product positioning as well as conduct competitive analysis.
- Document client instructions through client management programmes and monitor client accounts to ensure records are accurate.
- Efficient trade execution and mutual fund dealing.

Educational and Work Requirements include:

- A professional investment designation such as US Series 7, Canadian Securities Course or similar designation from an OECD country.
- Excellent knowledge of all financial instruments and markets that BIAS operates in.
- Proven sales capabilities regarding asset accumulation and superior client management skills.
- Proficiency with Microsoft Office as well as various investment related technologies.
- Strong written and verbal communication skills are essential.
- Ability to multi-task, managing multiple projects at any one time.
- Willingness to work extended hours and travel on company business when needed.

If you are looking for a rewarding and challenging career, please submit an application and detailed resume to:

**Human Resources, Bermuda Investment Advisory Services
Limited, First Floor, Wessex House, 45 Reid Street,
Hamilton HM 12, Bermuda**

Or by fax to 1-441-292-7292 or email: recruiting@bias.bm

Closing Date: October 29, 2016

BIAS is an Equal Opportunity Employer.