

NEI Investments is currently seeking Sales Associates for the Toronto office. Reporting to the Manager, Sales Support, the successful candidates will be responsible for providing day to day support services to the internal and external Sales Representatives. The Sales Associates will provide advisors with the highest level of service the industry has to offer.

**Key Activities:**

- Providing day to day support services to the internal and external sales representatives
- Answering product and service related questions
- Coordination of External Sales Reps calendar, including scheduling of new appointments
- Maintaining/updating the accuracy of advisor information in the contact management database
- Organization of sales events and campaigns as required
- Providing direct assistance to advisors as required
- Work with the sales team to identify, assess and implement sales strategies
- Responsible for collateral material inventory tracking and ordering for the branch office, as well as assembly of presentation material for the sales teams
- Delivering general sales, marketing and client service support as needed

**Desired Skills and Experience**

- Post-secondary education in business administration, or related field
- Minimum 2 years' experience in the financial industry
- Completion of the CSC preferred
- Bilingual English/French would be an asset

**Competencies**

- Excellent verbal and written communication skills, at both individual and group level
- Ability to work independently and as part of a team
- Strong attention to detail, organizational and time management skills
- Excellent customer service orientation; problem solving skills with the ability to handle difficult situations
- Intermediate knowledge of Microsoft Excel and Word