



COLLINS SARRI STATHAM
INVESTMENTS

Intern Account Executive

Internship / Work Experience / Volunteer

Package: Travel and Food expenses

The Role: An exciting opportunity for an individual to gain valuable experience within the Investment sector and to become part a growing advisory stockbroker located in the heart of the City of London.

An **Intern Account Executive** will take part in generating new clients and helping them through the account opening process.

Account Executive experience is not necessary but candidates should be ambitious, energetic, focused and confident.

This role means you will be working in a professional, compliant environment which would provide valuable experience to anybody hoping for a long term career in the financial sector.

Job Specification:

- Telephone marketing our services to leads and prospects
- Keeping in regular contact with existing prospects
- Sourcing new prospects via networking
- Assisting prospective clients through the account opening process
- Demonstrating outstanding customer service
- Assisting in constructing our company daily newsletter

Person Specification:

- The ability to build and maintain strong business relationships
- Excellent communication skills and telephone manner
- Computer literate
- Punctual and professional
- Positive and committed attitude
- Good organisation and time management skills

Qualifications:

No formal qualifications are required for this role.