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| JOB TITLE | BUSINESS DEVELOPMENT ASSISTANT – INDEPENDENT FINANCIAL ADVISOR |
| REPORTS TO | BUSINESS DEVELOPMENT MANAGER |
| JOB PURPOSE: The position is responsible for growing assets under management by recruiting, training, and managing Independent Financial Advisors (IFAs), while providing them with the support needed to effectively distribute Orient Asset Managers’ investment products. | |
| KEY TASKS, DUTIES AND RESPONSIBILITIES <ul style="list-style-type: none"> • Identify, recruit, and onboard Independent Financial Advisors. • Build and maintain strong relationships with IFAs to drive consistent business. • Provide ongoing training on investment products, portfolios, and market updates. • Support IFAs in structuring suitable investment solutions for clients. • Assist IFAs with client presentations, proposals, and high-value client engagements. • Monitor IFA performance against agreed targets and take corrective action where necessary. • Respond promptly to IFA sales enquiries and client escalations. • Conduct regular market visits and relationship management meetings. • Prepare weekly sales performance and pipeline reports. • Participate in the development of new products and distribution strategies. | |
| REQUIREMENTS <ul style="list-style-type: none"> • Bachelor’s Degree in Finance, Business Administration, Economics, or a related field • Minimum 1 year experience in banking, investment sales, insurance, or life products distribution. | |
| KEY COMPETENCIES <ul style="list-style-type: none"> • Strong relationship management skills. • Financial product knowledge. • Professional presentation and negotiation skills. | |

HOW TO APPLY:

If you are interested in the position and have the required qualifications, skills and experience, kindly [Click Here](#) and apply on or before **Sunday, January 4, 2026**.