



## JOB DESCRIPTION | ASSOCIATE MANAGER – SERVICE AND OPERATIONS

### KEY RESPONSIBILITIES & DUTIES

- Managing Operations process efficiently
- Adhering to internal guidelines on transaction processing and documentation
- Onboarding clients on the online platform
- Coordinating with Asset Management Companies for transaction processing
- Managing Logistics services
- Servicing clients on any query regarding their investments
- Follow up for any discrepancy resolution

### ACADEMIC QUALIFICATIONS / DESIRED CANDIDATE PROFILE

- Graduate from a premier college
- Good verbal and written communication skills
- High levels of energy and discipline
- Demonstrable skills on process efficiency and managing online platforms

### WORK EXPERIENCE

0 to 2 years