

Senior Sales and Marketing Assistant - Retail

Banking and Wealth Management

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Employer Ref: 0000B75E

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Retail Banking and Wealth Management serves more than 50 million customers worldwide with a complete range of banking and wealth management services to enable them to manage their finances and protect and build their financial futures. It is a global business that brings together management responsibility for Retail Banking, Wealth Management, Insurance and Asset Management with a focus on customer-centric propositions and innovative and efficient distribution channels.

We are currently seeking a high caliber professional to join our team as **Senior Sales and Marketing Assistant**.

In this role, you will

- Identify potential merchants for specific industry, prepare contact list and cold call to sell EPS products.
- Understand basic merchant information, and screen their eligibility so that appointment for sales staff could be made
- Present product training to merchants with Assistant Manager, as post sales service
- Contact newly recruited merchants to conduct service quality survey
- Arrange schedule with merchants and vendors for the delivery of point of purchase and marketing materials
- Provide seamless sales service to merchants, on behalf of sales staff, in a timely and professional manner
- Handle customer call in by understanding preliminary business environment of merchants to facilitate further selling by other sales staff
- Provide administrative support to the team
- Assist in implementing various marketing programs
- Work with advertising agency in preparing marketing materials

- Provide ad hoc statistical analysis and management information reports on business performance to facilitate business planning of the team.

To be successful in this role, you should meet the following requirements

- Relevant experience in sales and marketing and customer services experience
- University degree in business, finance or a related discipline, with experience in risk management in a financial services industry preferred
- Strong communication, interpersonal and presentation skills
- Fluent written and spoken English.

For further details and application information please visit our career site, search under reference number 0000B75E

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Candidate with less relevant experience or skills may be offered a lower Global Career Band than stated above.

HSBC is committed to building a culture where all employees are valued, respected and opinions count. We take pride in providing a workplace that fosters continuous professional development, flexible working and opportunities to grow within an inclusive and diverse environment. Personal data held by the Bank relating to employment applications will be used in accordance with our Privacy Statement, which is available on our website.

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