

## Graduate Role - Associate Account Executive

- Fast-growing, market leading business
- Varied role with exciting career progression opportunities
- Opportunity to build knowledge with full training and ongoing support
- Supportive, dynamic team with great culture and strong core values

## About the Role

### Summary

<b>Title</b>	<b>Graduate Role - Associate Account Executive</b>
<b>Team</b>	Sales/Distribution
<b>Manager</b>	Director - Capital Markets & Adviser Business
<b>Position Type</b>	Permanent, full time (would consider part time positions for appropriate candidates in their penultimate year)
<b>Location</b>	Sydney or Melbourne

### About the Role

We are seeking an enthusiastic, self-motivated university graduate or penultimate year student to join the BetaShares distribution team as an Associate Account Executive.

The successful candidate will work closely with our experienced and market leading distribution team, providing day to day support across a broad range of activities (including client queries, presentations, and events), as well as providing exceptional client service to our large retail, adviser and institutional investor base.

Experience in customer facing roles and confident phone manner will be an advantage.

Full training and ongoing support is provided to ensure you hit the ground running and continue to grow your skillset and build a rewarding career. Our collaborative team will train and support you to ensure you become the best you can be.

The role will provide you with the opportunity to build knowledge and a rewarding career in one of the most innovative and progressive financial services companies in Australia.

It is expected that successful candidates will grow to be market leading sales executives as their experience and knowledge develops within the firm and aligned with strong expected growth in the ETF industry.

## About Us

BetaShares was founded in 2009 and launched with the vision to create intelligent and accessible investment solutions for Australian investors. Over the past decade our dedication to helping Australian investors achieve their financial goals has seen BetaShares grow from 'challenger' to market leader, driving disruption and innovation in the exchange traded funds (ETFs) industry.

BetaShares offers the broadest range of exchange traded funds on the ASX and is trusted by hundreds of thousands of investors. As of November 2021, BetaShares manages over \$23 billion in assets.

We currently have offices in Sydney, Melbourne, Brisbane, and New Zealand and a growing team of over 80 people.

## Our Values

As our business continues to grow, we're committed to creating a workplace that gives us all the best opportunity to succeed, and that is enjoyable to be a part of.

We prize ambition and drive, but equally we value honesty and humility.

We support each other, and we respect our clients and our competitors. We are always looking for better ways to do things and are willing to take measured risks and learn from our mistakes along the way.

## What we offer

BetaShares believes our most important asset is our people and we are proud of the culture we have built – but we are always striving to be better. We want every BetaShares employee to be doing their best work and developing their careers.

In addition to a competitive salary and opportunity to participate in a bonus program, we also offer:

- Staff career development and training allowance.
- Access to a health and wellbeing platform with physical, mental, social and financial programs available.
- Volunteering days off, so you can contribute to a cause that matters to you.
- Hybrid workplace – you'll have the opportunity to work from home some of the time.
- Newly renovated CBD offices with fully stocked kitchen, team breakfasts and catered lunches on a regular basis.
- Fun and inclusive social events.

This role is a fantastic opportunity for someone looking to further their career in a growing and dynamic business.

To apply, please email your cover letter and CV to [careers@betashares.com.au](mailto:careers@betashares.com.au).

## Role Responsibilities

- Providing high quality customer service - representing the company in a positive and professional manner
- Receiving, handling and responding to inbound calls and emails from investors and adviser clients
- When required, undertake outbound activity to clients in relation to specific sales/marketing promotional campaigns and/or events
- Utilising BetaShares Client Relationship Management (CRM)/ lead management system to capture sales activities and manage the progress of opportunities
- Supporting team activity - lead prioritisation, follow-up activity, arranging and conducting meetings and conference calls and presentations
- Assisting in the planning and management of client events conducted by the broader team, including potential requirements for interstate travel to attend such events

## Key skills and experience

- Talent and drive to continue to grow and learn throughout their career
- B Com, B Bus, B Ec. or equivalent, other degree qualifications considered.
- Experience in a similar role an advantage
- Genuine interest in financial markets and investment products is essential
- Strong customer service skills
- Confident phone manner with exceptional listening skills
- Computer literate with the Microsoft suite
- Strong verbal and written communication skills
- High attention to detail and accuracy
- Ability to work individually as well as within a team
- Trustworthy and strong character references

Ready to make an impact? If you right to live and work in Australia please submit your CV to [careers@betashares.com.au](mailto:careers@betashares.com.au). Your interest will be treated in strict confidence.