

# Administrative Executive (M/F)

## Job Profile:

The Admin Executive role at Golechha Capital comprises of a job profile wherein an individual has to be the catalyst between the management and operations and sales team. It is essential to provide apt financial advice to the client and this role encompasses personalized financial advice to clients which shall be done on an individualistic basis. The Admin Executive shall guide and assist the Relationship Executives and Managers and will be crux of information for effective coordination with the team and their sales targets.

There shall be a training program wherein the Executives would be required to get an in depth understanding of the all-Financial Products, business functionality, and technological advancements at Golechha Capital Pvt.Ltd. The training enables the Executives to understand and meet the high expectations of the company and exceed those of its clients. (Visit [www.golechha.com](http://www.golechha.com) for more information)

## About Golechha Capital -

Growing Wealth Infinitely !

- Golechha Capital started off as a stock broking firm in the early 1990s and has grown to be one of the leading financial services providers and capital market product distributors in this part of the world.
- Master franchise of Motilal Oswal, ---- Golechha Capital is one of the top most distributor of Portfolio Management Services for the year 2017 and 2018. "Hyderabad City Icon Award For Excellence in the Category of Financial & Equity Markets – 2018" by Radio City 91.1FM
- We believe in providing our clients with the best financial advice. Our service is focused on generating maximum returns coupled with personalized and customized financial advice for our clients.
- We answer the most important dilemma faced by an individual today - "Where to Invest", by guiding them to the most productive financial instruments available in the market.
- Headquartered in Hyderabad, our team is a blend of experience and youth, who are always eager to serve clients with the best product, in accordance with their needs and expectations.

## Prerequisites

- Bachelor's degree in any field, Commerce preferred
- Basic understanding of Microsoft Products
- Entrepreneurial and proactive attitude
- Strong understanding of financial products:
  - Broking ◦ Mutual funds ◦ Portfolio Management Services ◦ Financial instruments
- Outstanding interpersonal and communication skills
- Strong analytical ability
- Business Ownership
- Ability to overcome any obstacles
- Eye for detail
- Passion for learning and growth of business

## Responsibilities

- Serve as a Admin Executive across major product segments (Broking, Mutual Funds, PMS, etc.).
- Be a catalyst in the office and responsible for the day to day running of the office in line with the management's philosophy and vision.
- Communicate products investment philosophy, process, and positioning along with current market trends to internal and external clients.
- Develop knowledge of industry, trends and be up to date with latest trends and other marketing materials to improve client experience.
- Assist with completion of client requests and proposals.
- Be highly proactive and generate high potential client conversion.
- Prepare monthly and quarterly reports for clients and respective distribution channel.

## Opportunities

- Hands on experience working directly with clients, management and staff.
- Ability to diverge into any major product offering post induction period
- Acquisition of several skills
- High visibility in career path at the firm
- Direct interaction with HNI's and Investment Product Managers (Motilal Oswal, ICICI, Axis, HDFC, Kotak, Invesco, UTI and many other AMC's.)

## Job Location

- Secunderabad/Hyderabad

Send your CV/resume at [info@golechha.com](mailto:info@golechha.com) . or call @ 8317560331

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