

Business Development Trainee - 12 month

Job function: Sales and Relationship Management

Location: London

At Franklin Templeton, everything we do is focused on one thing – delivering better client outcomes. We do that by partnering closely with our clients, assessing their strategic needs, and identifying the solution or solutions that can meet the challenge. Over 12,000 employees working in 34 countries around the world are dedicated to servicing investment solutions for our clients in more than 160 countries. For over 70 years, our success has been a direct result of the talent, skills and persistence of our people, and we are delighted to offer in partnership with Investment 2020 a 12-month contract for an Business Development Trainee to join our London team.

We partner with Investment20/20 to give school leavers and those recently graduated from university, the opportunity to get that much needed work experience and training to develop new skills. We want to look at what individuals can offer in the future, not just what they have achieved in the past.

What is the Business Development Trainee responsible for?

The Business Development Trainee will be responsible for providing efficient and effective client service and support to the UK Wholesale & Strategic Partners Channel As part of the role, you will work closely with the Head of UK Sales Support and the wider Business Development Associate team to assist with client requests, meeting scheduling, administration tasks, regular requests and general team support.

What are the ongoing responsibilities of the Business Development Trainee?

- Complete regular monthly and quarterly requests in a timely manner, ensuring you are meeting client deadlines.
- Assist in organisation and preparation of materials for meetings.
- Assist with UK Business Administration project work, for example CRM related projects, internal procedures and training review, regulatory change projects.
- Using both internal and external systems extract fund performance, portfolio, and other data items to support client requests as required by the team.
- Assist the Head of UK Sales Support with client requests.
- Complete ad hoc fund pro formas required by our platform partners.
- Assist in the management of our team mailbox.

What ideal skill and qualifications would help someone to be successful?

- You will be someone who keeps a customer focus to everything you do, with an ability to seek resolutions for the clients and can adapt to their needs.
- Ability to work well as part of a team working towards a common goal, but also to work individually and prioritise your own workload.
- You will thrive in a fast paced, deadline focused environment.
- Attention to detail is key as you will help with materials for our clients.
- No work experience necessary, but an advantage.
- Would suit someone with an interest in Financial Markets.
- A-Levels, Highers or equivalent as minimum or would suit a graduate.

- Excellent written and verbal communication skills with the ability to interact with all stakeholders both internally and externally.
- Proficiency with Microsoft Office applications, including Excel, PowerPoint, and Word.

What makes Franklin Templeton unique?

In addition to the dynamic and professional environment at Franklin Templeton, we strive to ensure that our employees have access to a competitive and valuable set of [Total Rewards](#)—the mix of both monetary and non-monetary rewards provided to you in recognition for your time, talents, efforts, and results. **Highlights of our benefits include** - contributory pension scheme, private healthcare plan, PHI, life insurance, Employee Stock Investment Program, incentive plans, purchase of company funds with no sales charge, educational reimbursement and on-site training.

We believe that being a good corporate citizen is good business. To us, corporate citizenship means being accountable, serving our clients, being an employer of choice, managing our environmental impact, and [supporting our communities](#). An emphasis on corporate citizenship is embedded in our [culture and values](#), and is an important element of how we achieve success.

We are also committed to your learning and development with resources focused around Experience, Exposure, and Education, to help you achieve your professional development goals. Take some time to, [meet some of our people](#), and see what it means to say, “I AM Franklin Templeton.”

Franklin Templeton values [diversity](#) in its workforce and welcomes employees from different backgrounds, generations, capabilities, cultural identification, sexual orientations, and gender expression, in addition to other attributes that contribute to a truly diverse and inclusive community. As part of this in the UK we are registered as a Disability Confident Committed Employer, this means we ask if you would consider yourself as having a disability as part of your application so that we can support and make the most of your talents.

If you have a flexible working arrangement within your current role – or are seeking a flexible working pattern - please let us know so we can consider this during the hiring process. Applications from Returners – individuals who have taken a period of time out of work - are also encouraged. This is part of our commitment to creating a diverse and inclusive working environment.

Apply here:

<https://fti.taleo.net/careersection/2/jobdetail.ftl?job=836112&tz=GMT%2B00%3A00&tzname=Europe%2FLondon>

Closing date: 25th February 2021

Start date: ASAP