



THE TALENT SOLUTION FROM
THE INVESTMENT ASSOCIATION



Investment20/20 Trainee – Sales Trainee

Amundi Asset Management - Company Overview

Amundi, the leading European asset manager, offers its 100 million clients - retail, institutional and corporate - a complete range of savings and investment solutions in active and passive management, in traditional or real assets.

With its six international investment hubs, financial and extra-financial research capabilities and long-standing commitment to responsible investment, Amundi is a key player in the asset management landscape. It is the only European player to rank in the top 10 asset managers worldwide.

Amundi clients benefit from the expertise and advice of 4,800 employees in more than 35 countries. A subsidiary of the Cr dit Agricole group and listed on the stock exchange, Amundi currently manages more than €1.750 trillion of assets.

WHY JOIN US?

We actively encourage our people to draw on their entrepreneurial spirit, which at Amundi is fostered by a culture of fast growth and business development that promotes innovation and problem-solving. We are convinced that encouraging people to take an entrepreneurial approach is the best way to leverage business opportunities across functional lines and borders and the key to sustainable growth. We also take our responsibility towards society very seriously, having embedded responsible investing since our creation in 2010 in everything we do, working every day in the interests of our clients and society.

Therefore, we looking for individuals with an entrepreneurial mindset and who understand that to create value you need to lead, question, innovate, and continuously strive to improve.

Our goal is to retain, nurture and develop talent, through mobility and training. By offering our people the opportunity to acquire knowledge and broaden their horizon, we help them reach their maximum potential and create added-value, for themselves and for Amundi.

Diversity & Inclusion: Amundi UK is an equal opportunity employer and we firmly believe that improving the diversity of our workforce will deliver better business and societal outcomes for all. As part of our ambitions to tackle workforce diversity, we are proud to be a member of the Diversity Project, an important initiative to increase the diversity of talent within our industry and across the board, with representation on the Diversity Project's Steering Group.

Programme information

You will join as a trainee as part of the Investment20/20 programme. While we can't guarantee a permanent position at the end of the 12 month contract, it is our intention to make an offer to extend a further year, but this is up to how well you perform. 75% of Investment20/20 trainees are offered permanent positions.



Our traineeship will introduce you to investment management and you will gain industry knowledge, experience and develop relationships enabling you to progress your career and provide you with skills to secure a permanent role. We will support you in achieving a professional qualification if this is something you are interested in doing. As part of the Investment20/20 programme, you will have opportunities to meet and network with over 300 trainees across the industry and participate in socials and insight events.

Our trainee programme is a fixed term one year contract paying £30,000. You will receive 24 days annual leave. All roles are based in London. You will also receive a signing on bonus of £2,000 payable in the first month.

Programme Summary

This is a programme intended to give you a breadth of knowledge and experience within the business to enable you to make informed decisions about where you would like to develop your career.

Responsibilities include

The sales Trainee will be to support the Institutional Sales team with sales tasks and reporting. Support team and from time to time London CEO in managing projects or RFPs.

- Supporting the UK Instructional Sales team in their day-to-day client interactions
- Handle KYC (Know your Client) and account opening process (both new client on boarding and periodic updates for existing clients)
- Responding to and reconciling client queries such as performance updates, redemption issues, and statement requests.
- Updating monthly team figures to highlight flows and track AUM
- Updating the teams opportunities in CRM tool to produce an up to date sales pipeline
- Coordinating and updating internal presentations for the team e.g. sales roadmaps
- Reviewing client presentations and RFP's
- Preparing bi-weekly updates with Amundi London Management
- Follow FCA rules and principles and the Firm's policies and procedures. Where appropriate seek guidance from management and compliance.
- Responsible for the management of all UK sales events in line with the dedicated budget
- As required, the Sales Assistant will support the Amundi UK CEO. This will include: research, preparing presentations and documents including; preparing the commercial budget and sales documents

Requirements

If you are a **college leaver or graduate** who has an interest in working within financial services and has the following attributes, we are interested in hearing from you:



- Enthusiastic, inquisitive and interested in Investment Management
- Strong verbal and written communications skills
- Highly organised with excellent abilities to multi task
- Excellent time management skills and a team player
- Proactive and at ease with assuming responsibilities
- Detail oriented with good organisational skills
- Good knowledge of Microsoft Office (PowerPoint, Excel, Word) suite of applications

How to apply

Please apply by sending your **CV and answers** to the application questions below to London_HR@amundi.com with the subject line '**Amundi – Sales Trainee**'.

Successful candidates will be asked for a video interview with the hiring manager, followed by video interviews with the team and HR.

As part of your application, please answer the below questions in 250-300 words per answer.

- What evidence can you give us that you have personal drive and determination?
- Tell us about the most interesting project or piece of work you have completed as part of your studies at either school/college or university. What did you have to do and what interested you most about it?
- What is the most challenging situation you have faced and how did you deal with it?
- What is in your view a good sales person?

Key dates

Online applications close: 20th August 2022

Start date: 3rd October 2022