

Job vacancy:

Financial Advisor Associate - P

Number of available position: 1

General information:

Location: **Porto (P)**

Form of employment: **full time**

Type of contract: **fixed term (at least 6 months)**

Minimum monthly salary (Euro): **from 2400 to 2800**

Job description:

The Financial Advisor Associate works with the Financial Director to carry out the job responsibilities outlined below. DUTIES and RESPONSIBILITIES: -Helps the Financial Director in developing the company strategy and client support through qualitative and quantitative research and analysis. -Regularly meets with clients to discuss investment strategy options. -Prepare client presentations illustrating results of customized analysis. -Develops marketing and seminar material and helps distribute targeted presentations to clients. -Proactively evaluates and upgrades platforms and maintains all hardware; implements decisions by using Podio platform. -Determines scope of and performs necessary database, internet research, screening and produces monthly or quarterly reports using proprietary software -Regularly improves the company website and develops a marketing strategy using proprietary software (Google Analytics, Wix, Social Networks) -Inventory management of the office

Requirements:

✓ **General requirements:**

- EU28 + Norway or Iceland citizenships*
- Residence in any of the EU28 Member States + Norway or Iceland (outside Portugal)*
- Registered on Reactivate/YfEj platform with a complete CV in English

✓ **Language knowledge:**

- Excellent written and verbal communication skills in English, Portuguese, French and Spanish languages

✓ **Other specific requirements:**

Education and/or Experience:

- Master in Business and Management with a specialization in Finance
- Proficient in Microsoft Outlook, Microsoft Office Suite,

- Strong analytical and quantitative skills.
- Knowledge of the financial markets
- Ability to interact and communicate effectively

Procedure to participate in the selection:

To participate in the selection it is necessary to be registered on Reactivate/YfEj Platform:
<http://www.yourfirsteuresjob.eu/it/login>

The CV inserted must be written in English and COMPLETED in all the fields.

Once you are registered and you have COMPLETELY filled in your CV, please **send an email to jobmobility@cittametropolitanaroma.gov.it**, indicating **“Financial Advisor Associate”** in the object.

Only candidates registered with a complete CV and responding to the requirements will be contacted for the selection.

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*** Nationals and/or residents in Norway and Iceland are eligible only for YfEj 5.0 (18-35 years old)**

