Client Relationship & Onboarding Manager

SageOne Investment Advisors LLP is a Pune + Mumbai based SEBI-registered investment manager advising off-shore and domestic institutional as well as individual investors. We aspire to become a world class asset manager with best in class equity investments team.

The firm is seeking to add an accomplished and motivated individual to our team to service our clients. The role is combination of handling documentation (KYC, bank account opening, Demat & custodian account, signing Portfolio management services agreement, Sending invoices and records needed by clients etc) and managing client relationship. We are seeking a team oriented self-starter who displays initiative and a positive attitude, a high level of integrity, drive and the motivation with the primary responsibility of servicing clients' needs on documentation, reporting and compliance paperwork.

Key Responsibilities / Duties:

- Provide best in class experience to all clients and assist them to Setup accounts at initial stage including complete all forms of documentation required for our Indian equities related product offerings (Investment advisory, PMS or AIF)
- Manage/coordinate new account opening for PMS, AIF once initial interest is shown or we pass on the lead.
- Oversight of KYC, money laundering, and other client related documentation
- Liaise with service providers such as banks, custodian, depository services and brokers on firm and client related paperwork
- Develop and maintain relationships with Distributors to address their queries on client paperwork
- We need someone who has done this for many years and who can guide and protect us from doing mistakes in account opening from functional as well as regulatory perspective
- Reporting and processing trades, posting transactions to internal accounting systems and maintaining account, asset and beneficiary data on internal accounting systems.
- Preparing reports for clients, supervisory authorities, and management and performing internal-control functions such as reconciliations.
- Knowledge of client onboarding and experience of coordinating with Custodian and other entities to onboard client smoothly and quickly
- Knowledge of NRI onboarding process as well as KYC norms (domestic and NRI)

Experience / Knowledge:

- Minimum 5-7 years of professional working experience in financial industry on sale side in back office of PMS provider or broker/custodian/depository engaged in Indian markets
- Must have excellent documentation skill and eye for details and minutiae's of paperwork involved
- Relevant experience in Investment/Wealth Management firm or sales/marketing in a financial services firm is preferred

Skills / Other Personal Attributes Required:

- Strong documentation and communication skills required, as well as ability to work well with a variety of people at all levels of the organization.

Education: Bachelor’s degree.

Location: Pune