

JOB DESCRIPTION

Job Details	
Title	Retails Analyst
Position Purpose (Indicate in a single sentence the reason the position exists)	Leverage syndicated/custom information from the Research Department to help Account Executives in advising investors.
Major Responsibility Areas and KRAs	
Major Responsibility Area	Key Result Area's (KRA's)
<p>Perform <u>Information Channel</u></p> <ul style="list-style-type: none"> Prepare detailed reports on a daily, weekly, monthly and yearly basis Provide updates to internal staff and retails Interacts with Research Department and Retails to ensure good information flow and to continually build on the relationships between departments. 	<ul style="list-style-type: none"> Information Channel is sufficiently broad, efficient, relevant, timely and value adding to assist Retails in advising customers who want to make financial investments. Information Channel is presented in a logical and easy to understand way that supports account executives' decision making
Competencies	
<ul style="list-style-type: none"> Well Managed Initiatives and Inspires Customer Focus Concern for Quality and Standards Flexibility and Adaptability Results Orientation Succeeding through Collaboration 	
Essential Experience Profile	
<ul style="list-style-type: none"> Solid computer skills with MS Office & database tools Strong analytical and problem solving skills to investigate information & identify trends Strong focus on the need for attention to detail & accuracy with the need to meet deadlines. Open & honest attitude aligned to the HSC Values Good communication skills (including verbal and written English) to present data & recommendations Ability to work under pressure and deliver professional results in a constantly changing environment Ability to disseminate and present complex information into a variety of ways to facilitate decision-making. Ability to work in a fast paced, team oriented environment 	
Desired Experience Profile	
Summarise desired, but not essential pre-requisite skills and knowledge to perform this role.	
<ul style="list-style-type: none"> Good understanding of securities market and operations. Previous experience in securities market. 	

Role Dimensions			
Stakeholders (State the number and diversity of customers or customers bases you service or sell to)		Internal Customers Project Managers Head of Research Department, Head of Retails Account Executives	
Organisation Chart			
Reports To		Head of Retails	
Dotted-Line Report (if applicable)		<pre> graph TD A[You are here] -.-> B[Head of Research Department] A --> C[Head of Retails] </pre>	
Confirmation			
Incumbent's Name		Date	
Manager's Name		Date	