

M&G Sales Administration Apprentice scheme



The M&G Apprenticeship Schemes

Have you finished your A Levels and started looking for your first real permanent job? M&G Investments is looking for a school leaver to join its Apprenticeship scheme working within its Institutional Sales Team.

Throughout the 12-18 month apprenticeship you will work towards achieving relevant qualifications (including Investment Operations Certificate); develop a wide range of skills and competencies by exploring the way the M&G business is run and by engaging with people across the business; receive on the job training and earn a competitive salary.

The scheme is designed to help people without degrees start their careers within a leading investment management company, straight after sixth form or college. It is not a graduate programme.

While this is a permanent role, you must achieve your objectives, complete the IOC and pass the Apprenticeship during the 12-18 month programme to roll off permanently into the team

Sales – Institutional Fixed Income

The Fixed Income business works with institutional clients - the team distributes M&G's investment products to pension schemes and insurance companies. The primary purpose of the role will be to assist the UK sales team with a wide range of work that will focus on supporting members of the team with workflow planning and production of materials. The relevant individual will also gain a high level of exposure to sales directors and investment directors across the fixed income business. The scheme will provide the successful candidate with an excellent grounding in both the institutional sales process and the fixed income business in general.

Role Responsibilities

The role is split between satisfying ad-hoc requests and the following regular tasks:

- Planning and diarising upcoming work regarding producing presentations for external client meetings
- Assistance in the production of sales materials eg. building presentations

- Using Salesforce - Client Relationship Management (CRM) data management and data uploading
- Assist strategy team - the sales team is expanding globally and researching new potential markets is an ongoing requirement and will provide the successful candidate with great exposure to the Global Head of Distribution
- General team organisation and miscellaneous administrative tasks
- As the individual's investment knowledge increases they will have the opportunity to progress into a full time sales support focused role where the individual will be solely responsible for building presentations for sales directors.

Required Attributes

It is expected that the successful candidate will display the following qualities:

- Achieved or predicted a minimum of 96 UCAS points (240 old UCAS tariff), or equivalent
- English and Maths GCSE at grade C or above
- Keen to start a career in a financial services environment
- Highly motivated, enthusiastic and driven to succeed.
- Excellent written and verbal communication skills
- High level of accuracy and attention to detail
- An approachable, positive "can do" attitude
- Proactive in learning new skills
- Willingness to take part in further qualifications post Apprenticeship

Who can apply?

To join us you will need to have achieved or be predicted 96 UCAS points (240 old UCAS tariff) and demonstrate the drive and motivation to achieve in a challenging role.

M&G is committed to a diverse and inclusive workplace. Our role as an employer is very simple – to provide the right environment for talented people to do their best work, by respecting, understanding and valuing individual differences.

