



Job Description: Assistant – Structured Notes

Company: Spiel Wealth India Private Limited

Segment: Investments

Sub-Segment: Structured Notes (MLDs & Specialized Investment Funds)

Reports to: Relationship Manager (RM)

Salary Range: ₹18,000 to ₹20,000 per month

1. Job Purpose

The Assistant will support the Relationship Manager in executing transactions for high-value structured products. This role involves managing complex documentation, coordinating with issuers/DPs (Depository Participants), and providing data-backed support to explain market-linked payoff scenarios to clients.

2. Key Responsibilities

A. Transaction Execution & Coordination

- **Application Lifecycle:** Manage the end-to-end subscription process for Market Linked Debentures (MLDs) and Specialized Investment Funds.
- **DP Coordination:** Coordinate with NSDL/CDSL and brokers to ensure the seamless credit of units/debentures into client Demat accounts.
- **Funding Tracking:** Monitor timely fund transfers (RTGS/NEFT) from clients to the issuer's pool account to ensure allotment.

B. Product Support & Reporting

- **Payoff Monitoring:** Assist the RM in tracking the underlying benchmarks (e.g., Nifty 50, G-Sec yields) that determine the note's final return.
- **Factsheet Management:** Maintain an updated library of Product Disclosure Documents (PDDs) and term sheets for all active and upcoming notes.
- **Portfolio Valuation:** Prepare monthly valuation reports (MTM - Mark to Market) for clients to show the current standing of their structured investments.

C. Compliance & Data Integrity

- **Suitability Documentation:** Ensure "Risk Profiling" and "Suitability Forms" are signed and filed, as Structured Notes are often sophisticated products requiring specific disclosures.
 - **CRM Updates:** Maintain rigorous records of maturity dates, coupon payment schedules, and call/put option dates in the CRM.
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3. Required Skills & Qualifications

- **Education:** Graduate in Commerce, Finance, or Economics (Post Graduation is a plus).
 - **Technical Skills:** * Advanced proficiency in **MS Excel** (Ability to work with basic financial formulas and data visualization).
 - Understanding of **Demat operations** and basic capital market terminology.
 - **Soft Skills:**
 - High **numerical accuracy** and analytical thinking.
 - Strong organizational skills to manage multiple issuance timelines simultaneously.
 - Ability to handle confidential financial data with integrity.
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4. Performance Indicators (KPIs)

1. **Execution Efficiency:** 100% error-free submission of MLD/Fund subscription documents.
 2. **Allotment Tracking:** Ensuring 0% delay in units reflecting in client Demat accounts post-funding.
 3. **Data Accuracy:** Maintaining a zero-error MTM (Mark-to-Market) reporting tracker for the RM.
 4. **Compliance Adherence:** Ensuring every file contains the mandatory Risk Disclosure documents.
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5. Why Join Spiel?

This role offers a unique front-row seat to "Financial Engineering" in the Indian market. You will learn how derivative-linked products are structured and sold, providing a solid foundation for a future career in Specialized Investment Management or a Relationship Manager role within Spiel.
