



About Entrust Family Office

Entrust Family Office is dedicated to providing bespoke financial and non-financial solutions, for ultra-high-net-worth individuals (UHNI) and families. Our focus is on delivering tailored financial guidance and fostering long-term client relationships built on trust, integrity, and a deep understanding of our clients' unique needs.

Job Description

We are seeking a highly motivated and disciplined Business Development Executive with a foundational knowledge of finance, excellent communication skills, and a professional demeanour. The ideal candidate will have the persuasive skills and tact required to engage with sophisticated UHNI investors, helping to expand our network and support our Managing Director and CEO by setting up in-person meetings with potential UHNW individuals & families.

Qualification & Skill

- Basic knowledge of finance, investment management, or wealth management concepts.
- Excellent verbal and written communication skills; fluent in English.
- Strong inter personal skills and attention to detail, with the ability to follow up consistently and professionally.
- Persuasive skills with a focus on relationship-building and engagement.
- Prior experience in telemarketing, customer relations, or client-facing roles, especially with high-net-worth individuals, is preferred.
- High level of professionalism, with the ability to interact effectively with sophisticated clients.

Essential Functions, Roles & Responsibilities

- Conduct outbound calls to UHNI prospects and potential leads, effectively communicating Entrust Family Office's value proposition.
- Schedule and coordinate meetings with prospective investors for the MD and CEO, focusing on building meaningful connections.
- Present financial and non-financial concepts in a simple, understandable way to engage and build trust with UHNI clients.
- Demonstrate a disciplined approach to follow-ups, ensuring consistent and timely communication with leads.
- Maintain detailed records of interactions with prospective clients in Excel sheets, and regular update and report to management, as needed.
- Work closely with the Entrust Family Office team to align on goals, strategy, and key messaging, adapting communication approaches to different audiences.



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What We Offer

- An opportunity to work closely with industry leaders and gain experience in wealth management.
- A dynamic and supportive environment where your contributions directly impact our business growth.
- Compensation – Fixed plus Variable

Other Information

Band / Title: Business Development Executive

Location: Bangalore

Entrust Family Office is committed to building a team that reflects diversity and is inclusive of various backgrounds and perspectives. If you have the skills and drive to thrive in this role, we encourage you to apply.