



THE BANK OF NEW YORK MELLON

Dreyfus Corp. –Subsidiary of Bank of New York Mellon Financial Corporation

Sales Assistant – Ref #: 75543

This position is highly visible to external clients and prospects; therefore, the Sales Assistant must be client service oriented and their work must be of high quality. The quality of work has a direct impact on winning business for the sales unit. The incumbent will work closely with the Sales Officers to support their marketing and sales efforts. He/she is responsible for assisting Sales Officers in meeting their office sales goals through development of sales presentations materials, tracking of leads including pending business and new business on a weekly basis, arranging investment programs and handling all inquiries while sales staff is out of the office. Incumbent will work on special marketing projects and provide competitive marketing reports as needed.

Incumbent will possess strong written and verbal communication skills.

Must have excellent organizational and interpersonal skills.

Flexibility and creativity are necessary assets.

Three to five years minimum experience preferred; typically gained through support of a sales office.

Investment Banking experience preferred.

Undergraduate degree or equivalent experience preferred.

Must be proficient in Microsoft Office products with emphasis on Word, Excel and Powerpoint. The Dreyfus

Corporation, established in 1951 and headquartered in New York City, is one of the nation's leading asset management and distribution companies, currently managing more than \$260 billion in mutual funds and separately managed accounts. Dreyfus is part of BNY Mellon Asset Management, a leading global provider of investment management products and services that offers a broad range of equity, fixed-income, hedge and liquidity management products through individual asset management companies and multiple distribution channels.

We offer immediate benefits and an attractive compensation package.

If you are interested in expressing an interest in this position, please visit www.bnymellon.com and click on the link Positions posted under the former Mellon Financial Corporation. Please enter the specific job reference number 75543 when completing the online resume form. Please indicate salary requirements when submitting your resume. Relocation for this position is not being considered at this time.