

Job Title: Institutional Relations and Partnerships Specialist

We are excited to announce a vacancy for the position of Institutional Relations and Partnerships Specialist. We are looking for a proactive, relationship-oriented, and detail-focused professional to join our team, strengthen our institutional network, and support the company's strategic growth initiatives.

As a valued member of Landmark Capital, you will play a key role in establishing, developing, and maintaining relationships with banks, prime brokers, liquidity providers, and other institutional partners. You will coordinate onboarding and partnership processes, facilitate communication between external counterparties and internal teams, and contribute to the optimization of our institutional partnerships. Working closely with other departments, you will help ensure seamless cooperation with counterparties and support the company's operational and business development objectives.

Job responsibilities

- Lead and coordinate account opening and onboarding processes with banks, prime brokers, liquidity providers, and other institutional partners.
- Facilitate the collection, verification, and exchange of onboarding, KYC, and due diligence documentation between institutional counterparties and the Company's AML Department.
- Coordinate with internal teams to ensure timely completion of onboarding requirements and efficient activation of new institutional relationships.
- Act as the primary point of contact for institutional counterparties throughout the onboarding and partnership lifecycle, maintaining effective communication and strong professional relationships.
- Support the negotiation, execution, and maintenance of partnership agreements in coordination with internal stakeholders.
- Resolve operational and administrative issues by coordinating with counterparties and internal teams to address bottlenecks related to account opening, trading infrastructure, settlement, and ongoing cooperation.

- Analyze and compare fee structures, margin requirements, interest rates, and service offerings of banks, brokers, and other institutional providers to support business decisions and partnership optimization.
- Monitor existing institutional relationships and identify opportunities to strengthen cooperation and expand the Company's network of strategic partners.
- Coordinate periodic reviews, renewals of trading lines, and annual re-KYC processes required by institutional counterparties.
- Maintain accurate records of onboarding, partnership, and counterparty-related documentation and correspondence.
- Prepare reports, presentations, and other materials related to institutional relationships and partnerships as required by management.
- Perform any other duties as assigned by the CEO or the Head of Team/Unit, in line with the overall work and objectives of the Team/Unit.

Required qualifications

- Bachelor's degree in Finance, Economics, or a related field.
- 1–2 years of professional experience in brokerage relations, institutional onboarding or financial services.
- Full professional fluency in Russian, and English.
- Ability to independently manage the end-to-end process of opening brokerage, custody, and bank accounts is an advantage.
- Experience in gathering, verifying, and submitting complex corporate documentation for institutional Due Diligence (CDD) and AML reviews is an advantage.

Interested candidates should submit a resume detailing their qualifications and experience to **jobs@landmarkcapital.am**. Please include *“Institutional Relations and Partnerships Specialist”* in the subject line of your email.

We look forward to welcoming a new Institutional Relations & Partnerships Specialist who will contribute to the success and growth of Landmark Capital. Join us and be part of a team dedicated to delivering exceptional investment services and achieving excellence in client relationship management.

What We Offer

- A dynamic and professional work environment in a leading Armenian investment company
- Opportunities for professional growth, training, and career development.
- Health insurance and other employee benefits.
- A collaborative team culture that values initiative and innovation.