



Example of Associate Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for an associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for associate

- Work in close cooperation with the oil and gas teams in Calgary, Houston and Sydney country bankers in other offices such as Hong Kong, Beijing and Mumbai
- Develop relationships with and generate revenue from international oil and gas companies
- Enter data into spreadsheets or system tools
- Verify that entered data is correct
- Prepare studies, reports and analysis for budgets, forecasts and financial plans
- Transcribe, interpret and verify data
- Evaluate primary and secondary interests in venture capital and buyout funds direct co-investment opportunities
- This will encompass top down market research, screening and review of offering memoranda, meeting with fund managers, and quantitative and qualitative due diligence on partnerships and companies
- Maintain a database of fund and direct investment opportunities
- Monitor existing partnership positions attend annual meetings and industry conferences

Qualifications for associate

- 3-4 years of fund administration experience

- Previous client relationship experience in capital markets
- Knowledge of onboarding
- MBA or Relevant university degree