



Example of Investment Associate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of investment 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 investment associate

- Other duties as assigned by Senior Partner
- Organize and assist in the maintenance of complete client account and trade-related records for the FA(s) and certain required files for the branch office
- Perform operational or administrative functions for client-related requests (i.e., check requests, wiring funds, address change, dividend information)
- Provide quotes and other account-related information to assist clients
- Provide reports and other information to FA(s), as needed
- Accept and enter unsolicited orders from clients in states in which they are registered and may enter orders received directly from a FA who is registered in the client's state of residence
- Perform various administrative duties (i.e., typing, filing, answer phones, mailing documents/letters,) and other duties as assigned by the Senior Partner
- Develop/apply analysis and reporting tools for evaluating investment activities in the context of financial and economic frameworks
- Provide cash flow analysis and wealth projections as needed for Advisory clients
- Calculate/compile investment performance and characteristics information required to populate consultant marketing databases and client reporting

Qualifications for investment associate

- Nurture relationships with existing clients that would promote the natural referral of associates, friends and family members
- Understanding of the real estate industry (including current market trends) the capital markets
- Bachelor's degree and CPA with at least 2-3 years' experience in financial services and investment accounting
- Strong working knowledge of Microsoft Excel including advanced formulas and macro writing a plus