Example of Investment Associate Job Description

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Our growing company is looking to fill the role of investment associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for investment associate

- With the other Investment associate in the team, carries out administrative tasks such as sending cheques to clients, making bank deposits, transferring funds, making RSP and RIF contributions and withdrawals, and following up on incoming and outgoing transfers and overdrafts
- Acts as the administrative link between the various operational departments to respond to clients' requests
- Prepares the file necessary to open accounts
- Assists the Investment Advisors (3) with business development by speaking with the clients
- Provides quotations, takes orders (unsolicited trades), processes the purchase and sale of stocks (block of stocks) and adjusts trades (cancellations and corrections)
- Extracts information from systems, and, in response to clients' requests for information, prepares and sends tables, memos, letters and documents including reports on capital gains and losses in portfolios, the handling of cash and stock trades
- Assist or lead with supervision in full due diligence process of third party asset managers across a variety of strategies including fixed income, equities, and alternatives
- Provide superior customer service in person, on the phone and by email
- Analyze client accounts and participate in activities to support Investment Advisors in their business development by creating prospecting lists

Qualifications for investment associate

- Good communication and interpersonal skills, positive attitude and an ability to interact with various levels in differing departments both internal and external
- Ability to challenge existing processes and offer solutions to improve where appropriate
- Sound understanding of capital markets with at least 2 years experience in the finance industry
- Keep up-to-date with current events, overall economic and financial environment, trends, products, selling techniques, and in particular those related to area of specialty
- Must have a minimum 2.1 honours degree in area of business and or other relevant discipline
- Positive, can do attitude and aptitude to learn quickly