



Example of Investment Associate Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of investment associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for investment associate

- Develop strong and effective working relationships with clients and third-parties, such as Accountants working with clients
- Act as primary or secondary Advisory Services Group (ASG) contact for ASG clients, investment managers, and internal investment team staff
- Process data, establish queries and oversee reports using systems in the department, including Eagle PACE, FundMaster, OBI, Lipper IM, LANA, Morningstar Direct, Bloomberg and MyStateStreet
- Confirm and verify data and information
- Participate in department projects (both as lead and in supporting role)
- Facilitate new and improved functions to improve department processing and reporting
- Fulfill inquiries for data and information requested by internal and external clients
- Completing numerous financial reports (i.e., returns, exposure, asset allocation) on a weekly, monthly, quarterly, and annual basis
- Work closely with various levels of management and provide accurate reports as needed
- Conducting thorough fundamental research at the company, industry, and sector levels

Qualifications for investment associate

- In-depth product knowledge (ex

- Familiarity with settlement of fixed income, equity and derivative products
- Robust financial modeling skills using Excel
- Advanced knowledge of spreadsheets/databases and Bloomberg
- Have a combination of strong financial/analytical skills, excellent communications abilities and be adept at financial modeling and valuation