



Example of Investment Banking Associate Job Description

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Our growing company is hiring for an investment banking 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 banking associate

- Play an integral role on investment banking teams
- Daily sign off on P&L
- Perform Ad-hoc analysis for internal meetings and coordination across multiple groups including finance, HR and compliance
- Management and administration of call reporting tool, measure track banker productivity
- Assist other team members in various ad hoc projects
- You will assist in the marketing and execution of M&A, equity and financing transactions
- Work within France GIB team and in close co-operation with global sector and products teams
- Assist in the development of relationships with, and generate revenue from, corporates and private equity clients operating / investing in France
- Proactively identify operational risks or control deficiencies in the business
- Financing transactions (primarily equity other financial instruments)

Qualifications for investment banking associate

- Must be proficient with Outlook, Microsoft Office, Excel, Word, Power Point, Adobe Photoshop, Illustrator, Acrobat
- Project management mind-set and approach

- Extremely detail oriented and analytical
- Demonstrated job commitment including a willingness to work, personal flexibility and adaptability in order to meet client requirements