



Example of Investment Banking Associate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of investment banking associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for investment banking associate

- Preparation of investment materials, management presentations, pitch materials, general client meeting materials
- Assisting in / overseeing the preparation of client presentations and deal documents
- Contributing ideas to internal and external meetings
- Assisting in coordinating live transaction processes and work streams
- Producing industry and company-specific research
- Developing financial models, conducting research and analyzing data to assist team members to advise clients
- Analytical, due diligence and transactional support with equity, debt, workout, Capital Structure Advisory, acquisition and new business opportunities
- Co-ordinate with Beijing-based colleagues for Chinese client related activities
- On-going mentoring and training of Analysts
- Construct detailed models that help establish suitable capital structures, financial covenants, and sensitivity to key variables

Qualifications for investment banking associate

- Prior experience in TMT desired but not essential
- Sound analytical and financial modelling skills

- Strong influencing skills with experience of providing guidance to and mentoring junior bankers in the same
- Fluent written/spoken Mandarin and English is a must
- Previous experience in Basic Materials is preferred