



Example of Investment Banking Associate Job Description

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Our company is growing rapidly and is hiring for an investment banking associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for investment banking associate

- Participation in the recruitment, development and training of junior resources
- Develop and manage client manage relationships
- Prepare client presentations and deliverables
- Prepare client presentations and final work products
- Perform industry and company research to support business development and on an ad-hoc basis
- Assist in coordinating information flow and execution with product groups
- Help the team to deliver solutions that bring to bear the full breadth of the bank's capabilities and its competitive advantages as a top tier bank
- Work closely with the Regional MDs, senior clients, lawyers and representatives from other investment banks
- Primary liaison with product and client coverage teams to plan multichannel marketing initiatives around thought leadership content
- Review thought leadership content for tone and voice and provide proofreading

Qualifications for investment banking associate

- Minimum of 2-3 years of prior work experience, preferably in financial services
- Currently matriculated at a MBA or other graduate program and within two years of graduation

- Extremely dedicated and motivated individual with high career aspirations, personal flexibility and adaptability in order to meet client deliverables and tight timelines
- MBA Degree with two (2) years of Associate level experience in Investment Banking
- Bachelor's Degree in related field and a minimum of five (5) years of experience in Investment Banking