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# Example of Asset Management Associate Job Description

Our company is growing rapidly and is hiring for an asset management 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 asset management associate

* Exercise independent discretion and judgment
* Support, execute, and measure results of Singapore’s marketing strategy and tactical plans
* Maintain institutional business relationships with pension funds, endowments, financial institutions etc in the SEA region
* Support business development initiatives by identifying new prospects and cross-selling to existing clients
* Provide market and investment insights in client and consultant meetings
* Attend conference and engage in marketing events
* Analyze portfolio data such as performance attribution etc
* Assist and prepare the asset plan and budgeting activities
* Prepare/review monthly or quarterly financial reports and annual CAM reconciliation as required
* Monitor capital projects and coordinate loan draws with lender

## Qualifications for asset management associate

* At least 5 years relevant experience in a performance analysis or similar role
* Understanding of portfolio analysis including performance calculation methodologies, attribution models, and risk analytics
* Passion for the investments business with broad understanding across all asset classes
* Ability to interact and communicate effectively at all levels within an organisation
* Knowledge of securities operations, trade processing, fund accounting and performance systems is an advantage
* Ability to work across teams and manage through influence