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# Example of Associate Business Manager Job Description

Our company is growing rapidly and is looking for an associate business manager. 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 associate business manager

* Researches, analyzes and helps coordinate issues resolution for management, client services, internal sales contacts and agencies/brokers regarding the status of new business and various other issues
* Demonstrates a thorough knowledge of the buyer (s) goal and Region goals and objectives for supplier and effectively communicates and shares ADW information resources to buyer (s)
* Responsible for coordinating and attending department related meetings to take accurate, detailed notes to be sent out across departments
* Assist Mizuho management in coordinating and implementing Mizuho’s Global Energy strategy for Americas’ Energy Clients through targeted qualitative and quantitative plans, client targeting and alignment, wallet share analysis, pipeline management
* Prepare white papers, conduct meetings and seminars, and enhance communications and information exchange as they relate to the Banking Coverage industry within Mizuho
* Work with client managers to develop and communicate business strategies, prepare Deep Dives and other analysis to support business growth
* Manage regular and ad-hoc inquiries from Americas and Tokyo management and other areas within Mizuho
* Take initiative to plan and implement systems and procedures for the Banking Coverage team that results in efficient and effective operations of the team, track various performance metrics such as profitability (on a banker by banker basis and on an entire unit basis), manage client and prospective client databases, and facilitate and enhance client communications and communications within Mizuho
* Design relevant metrics to help identify team productivity and identify pain points in the process
* Solicit continuous improvement opportunities and lead any efforts to streamline/improve systems and processes

## Qualifications for associate business manager

* 4 years of Business Affairs, Contract Administration and/or Legal experience
* Experience in reading and analyzing contracts
* Interpersonal skills and ability to interact and work with staff at all levels and external parties
* Exposure to technology and architecture concepts
* Degree in computer science, computer information systems, engineering, business, or related field or equivalent experience
* Some experience in change management, operational improvement and metrics consulting industry knowledge in areas relevant for Fjord