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# Example of Associate Portfolio Manager Job Description

Our company is growing rapidly and is looking to fill the role of associate portfolio 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 portfolio manager

* Collaborate with IPMs and research teams to help suggest or develop investment solutions, and assist with developing investment policy statements as needed
* Monitor compliance reports and respond to or communicate potential trade errors or security downgrades
* Review client reporting to ensure accuracy of data provided to clients meets the requirements, standards and quality of the client and GAM-US
* Screen trades for impact needs and objectives
* Work on internal projects to increase the efficiency and effectiveness of client service, and assist with ongoing initiatives to continuously improve the client onboarding process within GAM-US
* Complexity and engagement size will be more significant then for Level D personnel
* Support the JPS senior portfolio managers
* In conjunction with the requirements from the senior portfolio manager, create and execute credit relative value and opportunistic investment strategies for the JPS Credit Fund
* Conduct comprehensive and analytical research to quantify trade and fund level risk
* Performing ad hoc analysis on specific companies, portfolios, and investment strategies

## Qualifications for associate portfolio manager

* 3+ years’ relevant experience in the industry, research on china rates market/ credit market/ macro economy preferred
* Eagerness to learn about China onshore bond markets and portfolio management and trading strategy
* Team player committed to collective excellence
* Minimum 4 years relevant work experience during which time the candidate will have had trading experience ideally in Fixed Income markets
* Knowledge of investment products, services, and terminology, usually acquired through on the job training, are needed to assist portfolio managers with investment strategies for clients
* Wealth and Money Management experience a plus