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# Example of Associate Product Specialist Job Description

Our company is looking for an associate product specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate product specialist

* Conduct root cause analysis with in-depth contextual knowledge and initiate cross-team discussion for end-to-end impact assessment of issues
* Perform and update QA checks and review results for controls improvements
* Review relevant metrics with team and conduct regular operation calls to discuss performance results, key issues, projects status to drive action plans
* Review process documentations and update as appropriate
* Ensure proper audit engagement and coordination, and timely compliance to company policies and procedures
* Develop in-depth knowledge of the event driven space and the team’s investment process
* Create and update marketing materials (presentations, factsheets, due diligence questionnaire, thought leadership pieces ) across the suite of event driven funds
* Coordinate/attend client and prospect meetings, including pitching for new business, reviewing portfolios/conducting portfolio analysis, and creating market updates
* Respond to client and prospect inquiries on the strategy including completing requests for proposal ad hoc questions from internal and external parties
* Evaluate performance attribution and communicate portfolio performance

## Qualifications for associate product specialist

* Perform / highlight product and competitor analysis in support of GED products
* Assist clients in developing investment solutions that match GED capabilities with client needs
* Liaise with internal sales force and marketing, shareholder services, legal, and BAI teams
* Review, understand, and have the ability to discuss governing documents, including side letters, for hedge fund clients
* Coordinate the operational due diligence meeting process, involving communication with internal groups, including risk, legal, and operations
* Assist with new projects and help manage the daily operations of existing funds