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# Example of Client Relationship Associate Job Description

Our company is hiring for a client relationship 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 client relationship associate

* Keep up-to-date on GSAM’s investment strategies
* Liaise with capital management companies (Kapitalverwaltungsgesellschaften) and custodians regarding German separate account business (Spezial-AIFs)
* Work with and support senior sales people and client relationship managers to provide the best possible experience for our clients
* You will have responsibility for a number of our existing client relationships and serve as the primary contact within GSAM on their investments
* Fostering a career within a leading financial institution
* You will have direct ownership of certain of our existing client relationships and serve as the primary contact within GSAM on their investments
* Proactively service our clients to provide resolution to a broad range of investment-related and operational queries
* Support a portfolio of clients with an annual turnover up to $350M
* Target the generation of new opportunities from existing and new to bank clients
* Drive superior client outcomes

## Qualifications for client relationship associate

* Preference for a working knowledge of German legal and regulatory framework for managing separate accounts (Spezial-AIFs) and experience in working with Kapitalverwaltungsgesellschaften
* General knowledge of the market and of the different products and capabilities the business has to offer
* Dedication and a capacity to negotiate with upper management, both with people from the business and on the client side
* Ambitious, motivated and have the drive to succeed
* Strong Excell skills, VBA, SQL
* Preference for a working knowledge of legal and regulatory framework for managing separate accounts