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# Example of Corporate Access Job Description

Our growing company is searching for experienced candidates for the position of corporate access. 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 corporate access

* Provide timely response to requests for user authority, access and configuration changes
* Ensure the planning and execution of corporate access events are in compliance with the firm’s policies and procedures
* Handles a high volume of emails and phones calls, supporting internal and external client base
* Responds timely and follows up on client requests for various events
* Work on business analytics with senior member of the team, produce monthly & quarterly reports
* Ensure key stakeholders are kept fully informed of breaking issues and how to discuss them
* Coordinates complex, senior-level internal/ external meetings and conference calls (non-deal roadshows, conferences)
* Handles a high volume of phones calls, supporting internal and external managers or clients
* Organizes and ships presentations for meetings
* Work closely with internal teams (GIR, IBD, ECM, Sales) on non-deal roadshow coordination

## Qualifications for corporate access

* Client base includes corporate managements and investors (hedge funds, mutual funds)
* Work closely with internal teams (Research, ECM, Sales) on non-deal roadshow coordination and conference meetings
* Work on business analytics, produce monthly & quarterly reports
* Respond timely and follows up on client requests for various events
* Proactive and self-motivated - should feel comfortable in a fast paced, high intensity environment
* Mandarin or Japanese language preferred