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# Example of Corporate Associate Job Description

Our company is growing rapidly and is looking for a corporate associate. 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 corporate associate

* Review all payment irregularities
* Identify and research investment opportunities while maintaining portfolio investments
* Develop financial models and perform comparative company analysis to determine valuation and project investment returns
* Conduct detailed business diligence (industry analysis, competitive landscape, capital needs, growth assumptions)
* Perform credit analysis, asset selection, portfolio analytics, pricing and valuations
* You will be part of internal due diligence process in support of Director
* Analyzing and evaluating new investment opportunities
* Evaluating new business and corporate strategy initiatives
* Prepare and issue Requests for Proposal, Requests for Quotation, and reverse auctions, then recommend and implement award of contracts and purchase orders
* Monitor and evaluate supplier performance and maintain appropriate documentation related to supplier relationships

## Qualifications for corporate associate

* Experience in retail banking is a considerable asset
* 4-5 years of corporate banking experience in a corporate lending environment
* The Firm seeks a poised, self-confident, pro-active candidate with at least four years of experience in public relations and with a deep understanding of financial services industry
* Ability to understand, shape and drive the Equity and Fixed Income Research departments’ agenda with the media
* Excellent writing skills and verbal communications skills are essential
* 3+ years corporate transactional experience with a medium/large law firm