Downloaded from <https://www.velvetjobs.com/job-descriptions/investment-banker>

# Example of Investment Banker Job Description

Our innovative and growing company is looking to fill the role of investment banker. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for investment banker

* Provide quality control of client deliverables and lead the presentation of deliverables
* Perform detailed analysis and synthesize actionable insights from data sets and unstructured information sources
* Effectively communicate with team members on engagement status updates
* Actively participate in developing client relationships and other business development functions
* Draft marketing materials, such as blogs, industry reports, and other relevant industry trend articles
* Organizing, reviewing and analyzing due diligence processes and materials
* Developing valuation analyses and models (projections, LBO, DCF, public comparables, historical M&A transactions)
* Preparing comprehensive pitchbooks, information memoranda, management presentations and marketing materials
* Compiling prospective acquirer lists and contacting acquirers
* Performing key steps in the sale execution process

## Qualifications for investment banker

* Knowledge on credit analytics, credit account and transactional management
* Ability to speak Mandarin is a pre-requisite
* 1-2 years previous Public Finance experience preferred
* High level of proficiency with Microsoft Excel & Power Point Preferred Qualifications
* Experience with DBC Finance software is a plus
* A seasoned senior banker with extensive China client coverage