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# Example of Investment Banking Division Job Description

Our company is growing rapidly and is looking for an investment banking division. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for investment banking division

* Meeting with new employees on paperwork an fielding their various questions
* Participation in internal investigations and e-mail coordination
* Administration of the divisions service recognition award program
* Materials for client pitches including analysis of financing alternatives, marketing and distribution strategies
* Frequent interaction with other teams across IBD and other divisions, locally globally
* Researching and evaluating potential real estate investment opportunities, both qualitatively and quantitatively
* Day-to-day point person on various acquisition and asset management transactions, with specific focus on financial modelling, auditing, due diligence and reporting
* Contributing to the preparation of discussion materials on proposed investment opportunities for the consideration of the REPIA Investment Committee
* Involvement in the documentation, structuring and financing aspects of transactions (including debt restructurings)
* Create and analyse financial models

## Qualifications for investment banking division

* 4+ years of development experience with 1+ years of experience developing applications
* The successful candidate will be an experienced Senior Executive Assistant / Office Manager with at least 10+ years of corporate experience, ideally an investment bank or within the financial/professional services industry
* Top class undergraduate degree and MBA or overseas equivalent
* Fluent in English, French, Ukrainian and Arabic
* The candidate must therefore be financially competent, with excellent attention to detail, a clear ability to multi-task, and an ability to work to goals/deadlines
* Providing advice for IBD on compliance, regulatory, policy and reputational issues, on new business initiatives and significant business changes affecting the firm