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

# Example of Investment Banking Division Job Description

Our company is growing rapidly and is hiring for an investment banking division. 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 investment banking division

* Build relationships and maintain regular dialogue with the Business Unit Leaders, Business Unit Managers and senior bankers of IBD
* Ad hoc analyses to support senior decision-making and client relationship management
* Creation and collation of regional financial metrics
* Regular liaison with bankers and support staff to ensure that expense information is up to date and submitted in a timely manner
* Support to the COO and CFO office on various strategic initiatives
* Management of the administrative function
* All travel arrangements, including flight, hotel, car rental, and car service reservations
* Obtain all necessary approvals for travel and expenses in a timely manner
* Communications (correspondence, scanning , telephone coverage …)
* Calendar management and maintenance

## Qualifications for investment banking division

* Assessing and resolving how to mitigate risk to the firm by analyzing the transactional processes used in IBD, the activities and actions of individual bankers
* Controls/Testing/Monitoring
* A high level of English is required
* Providing advice to IBD personnel on transactions, new business initiatives and significant business changes affecting the firm, compliance, regulatory and reputational issues
* Strong academic background and the equivalent of a top class postgraduate degree from a leading university
* Candidate must be fluent in both Spanish and English languages