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# Example of Investment Banking Division Job Description

Our growing company 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

* Maintain attendance for group and submit out of office time in HR system
* Facilitate client/internal meetings (booking conference room, entering guests in building visitor system, providing refreshments, and ordering special equipment as needed)
* Maintain/purchase office supplies
* New hires set-up/departures and moves
* Coordinate facilities issues as they come up
* Act as backup for other assistants, as needed
* Entry and review of new and existing Investment Banking transactions for conflicts within the firm's conflicts management systems
* Regular interaction with banking teams to obtain, update and maintain transaction records, both electronically and verbally
* Initial review of New Product approvals to identify compliance or other regulatory issues
* Providing regulatory/compliance training and development of materials, as required

## Qualifications for investment banking division

* Related coursework and/or work experience preferred
* Derivatives and/or structured products experience a plus
* Fluency both in English and Japanese (speaking, reading and writing) mandatory
* Experience of Financing and/or M&A products preferred
* Build relationships with key stakeholders including bankers, legal and compliance, firm management, human resources, internal audit to facilitate risk-related discussions
* Manage the execution of risk functions client onboarding, risk and control self-assessment, electronic communications surveillance, employee trade pre-clearance statement review, and business continuity planning