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

# Example of Investment Banking Division Job Description

Our growing company is searching for experienced candidates for the position of investment banking division. 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 investment banking division

* Professionally and confidently managing client communications in bankers? absence
* Provide secretarial and administrative support to the IBD team in Australia, as well direct support to Managing Directors
* Analyze and resolve office administrative and procedural issues, including sensitive human resources issues Manage all aspects of the administrative and office management functions
* Manage secretarial staff by allocating duties, training, and mentoring
* Manage the provision of IT, business information, word processing, printing and translation services to the department
* Coordinate the division’s administrative relationships with external and internal service providers
* Take on projects and manage and execute them from start to finish
* Plan and execute client and internal events
* Coordinate office activities and schedules
* Ensure office services are provided to the division within necessary standards

## Qualifications for investment banking division

* Fluency in Swedish, Norwegian or Finnish
* Excellent negotiation and communication skills, in addition to being able to coordinate due diligence processes and execution of transactions
* Communication Skills - Communicates what is relevant and important in a clear and concise manner and shares information/new ideas with others • Judgment and Problem solving - Thinks ahead, anticipates questions, plans for contingencies, finds alternative solutions and identifies clear objectives
* Enhance MIS functionality used by IBD CFOs and Controllers to manage end-to-end revenue flows using AngularJS and Java
* Enhance Expense Management application used by IBD CFOs and Operations to manage end-to-end expense management flows using AngularJS and Java
* Ability to use these methods in understanding business requirements and build sound solutions