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# Example of Junior Associate Job Description

Our growing company is looking for a junior associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for junior associate

* Organize project documentation and manage permissions on SharePoint site
* Conduct quantitative and qualitative analysis of data and information, such as process analysis, data analysis
* Documentation of a wide-range of project information, which may include process documentation, systems requirements documentation, meeting notes
* Tax return filings
* Preparing calls and meetings
* Managing the tax calendar
* Complete Market, Product, and Competitor Research
* Participate in the business and product development function at the Firm
* Become knowledgeable with databases and their reporting functionality
* Track all prospect contact information (calls, meetings, emails)

## Qualifications for junior associate

* 2+ years of experience in a Finance Support position
* 3 plus years of marketing experience in an internet enabled business
* Assist with preparing marketing and investor relations materials and presentations
* Identify articles in the press that are relevant to the firm
* Assist with RFPs and due diligence questionnaires
* Update quarterly data decks and monthly newsletter