Downloaded from <https://www.velvetjobs.com/job-descriptions/management-associate>

# Example of Management Associate Job Description

Our growing company is hiring for a management associate. 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 management associate

* Development of Business Management reporting, coordination and delivery of reviews with Sr
* OMonthly accruals
* OCorporate Forecasts
* OAnnual budgets
* Support in location & space planning
* Acting as a contact for all local internal and external customers and vendors to coordinate repairs and maintenance of all building issues and office equipment
* Carrying an on-call “duty phone” for urgent incidents and or requests
* Responsible for the production and accuracy of materials to support executive reporting cycles (dashboards, KPI reports )
* Create inter- and intradepartmental tools designed to educate internal customers on vended content rights and obligations
* Field and manage the process regarding rights inquiries from interested internal parties

## Qualifications for management associate

* Natural approach to validate and ensure information is comprehensive and reliable
* Independent worker and thinker, but also a team player capable of collaboratively working with multiple teams and in a global setting
* Audience awareness to ensure that content is adapted to cater for the specific needs of the recipients
* Strong communication skills and the ability to create a rapport and build strong relationships with internal stakeholders, clients and prospects at the most senior levels
* Innovative attitude towards new sources of data
* Demonstrated success in delivering results through leading large multi-cultural cross-functional teams