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# Example of Manager / Associate Director Job Description

Our growing company is hiring for a manager / associate director. 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 manager / associate director

* Work with studio crew to keep studio clean and organized and make sure equipment is properly cared for
* Conduct industry analysis research on specific business or accounting issues (FSI industry focused)
* Perform engagement risk management procedures according to the Firm's policies
* Work closely with local and international colleagues external professional advisors,, including bankers, tax advisors
* Assist Partners in sourcing deals and developing local and international business opportunities by preparing pitching and proposal materials
* Bachelor degree or above, major in accounting, finance, economics, business administration or MBA
* Professional qualification in accounting and/or finance or other equivalent qualifications
* Sound track records of professional experiences in financial service industry
* Good business sense and be able to identify key elements and issues in the transaction
* Excellent communication and interpersonal skills in English and Chinese (with effective Mandarin language skills)

## Qualifications for manager / associate director

* Passion for investment with strong analytical, knowledge in general global economic analysis bond specific information
* Have good knowledge of the HKMA and AML regulations
* Five years Latin American insurance (brokerage, underwriting, actuarial, ) experience preferred
* Maintains the portfolio view of projects which will support the functional area strategy and objectives
* Proven track record in project management of large high profile implementations is essential
* Detailed understanding of MS Project