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# Example of Mergers & Acquisitions Job Description

Our company is growing rapidly and is looking to fill the role of mergers & acquisitions. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for mergers & acquisitions

* Drafting of transaction marketing documentation (Teasers, Information Memorandums )
* Proactively and regularly seeking input, advice and direction from more senior members of the M&A team
* Provide critical research, analysis and general professional support throughout the complex merger and acquisition process, supporting management in their deal origination efforts
* Research new and existing markets to identify high quality child care and early learning programs
* Create financial and valuation models to illustrate performance, trending, and profitability
* Work collaboratively with diligence team to ensure appropriate acquisition target transactions are completed
* Prepare and administer contracts for assigned property transaction projects, (purchases, sales, leases, mergers, and joint ventures), in a timely and efficient manner
* Serve as liaison between the division and corporate Legal department for assigned transactions
* Facilitate the acquisition or disposal of owned or leased real estate, buildings, equipment and business operations, variety of legal agreements, such as confidentiality agreements, letters of intent, employee leases, services agreements, marketing agreements, trade names and trademarks in the ongoing business operations of the division
* Gather pertinent information on assigned transaction from divisional contacts, draft written agreement, and/or recommend changes for management approval

## Qualifications for mergers & acquisitions

* Bachelor's, Master's or MBA degree
* Ability to generate new business through the cultivation of existing relationships the development of new relationships by various efforts including cold calling
* Ability to cross-sell other firm services within Corporate Finance, Disputes & Legal Management Consulting, Tax Services and Valuation Services
* Minimum of 4 years’ experience at bulge bracket, reputable boutique or corporate finance team within big 4 firm, with demonstrable M&A execution experience
* A critical thinker who can quickly evaluate and analyse companies and financial information
* Ability to prioritise tasks, work on multiple assignments and manage rapidly changing assignments in a team environment