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# Example of Private Equity Associate Job Description

Our growing company is looking for a private equity 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 private equity associate

* Review and analyze company financials/historical performance and determine reasonableness of valuation assumptions
* Prepare / present presentations for Valuation Committee meetings
* Main point of contact with Legal, Litigation, Compliance, Private Equity fund services (PERES), Tax and
* Investment managers (as appropriate) in connection with legacy private equity matters
* Main point of contact with GPs in our third party fund portfolio
* Support the HPE team in the evaluation of portfolio management related activities, presentation of recommendations to the Investment Committee compliance with various regulations
* Developing marketing case studies and presentation slides dedicated to a specific sector or vertical for an upcoming or prospective meeting
* Taking lead on preparation of pitchbooks, market analyses, post-meeting follow-ups, data gathering for near-term and longer-term initiatives
* Work closely with Clients, the Operations and Technology Teams, to develop Private Equity distribution waterfall models
* Will be engaged in the overall investment function of the private equity team, and work in support of the due diligence and investment process with other members of the team

## Qualifications for private equity associate

* Minimum 1-2 years (by start date) experience from a leading investment bank, energy corporation or management consulting firm
* Private equity portfolio management experience would be beneficial to the role
* Leadership - provide oversight and guidance for current processes from an operational,administrative and financial perspective in conjunction with our legal, litigation, finance and fund administration group
* Analytical skills - candidate will address business issues from an analytical perspective in order to make decisions
* Well organized, with ability to work on different projects simultaneously
* Strong quantitative skills and high proficiency with Microsoft Excel are required