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# Example of Private Equity Associate Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of 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

* Quantitative and qualitative research and analysis on investment themes, regions and strategies
* Research on macroeconomic overview of regions/strategies
* Conducting due diligence, as part of a team, of General Partners, co-investments and secondary opportunities
* Key activities to support key portfolio investments including drafting key decision making memos and ensuring portfolio investments are appropriately reviewed and signed off prior to recommendation to MLC's Investment Committee
* Update and manage investor information in databases
* Assist with investor communications
* Keep track of internal reporting and data entry
* Correspond daily with back office teams
* Process new investor subscriptions
* Review of third party pricing to determine reasonableness and challenge vendor assumptions with supporting market data resulting in updated vendor pricing

## Qualifications for private equity associate

* Solid M&A experience in Investment Bank in Japan
* Undergraduate degree with a minimum overall undergraduate GPA of 3.2
* 1-3 years work experience in investment banking, private equity, or private investment fund of fund research
* 5 – 7 years of experience, preferably 2 years with a top-tier investment bank 2+ years in a private equity investing role
* Experience with investing in infrastructure sector is highly valued
* Fluency in Spanish, and experience with investing in Latin America is highly valued, but not required