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# Example of Senior Associate Job Description

Our growing company is looking for a senior 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 senior associate

* Works with the Manager and Associate Planner to develop and maintain integrated tactical media plans
* Helping to generate proposals and lead certain client and analyst teams
* Recommending actions and help clients implement them
* Having opportunities to create intellectual capital and recruit new consultants
* Working closely with senior management and clients to create customised purchasing proposals
* Analysing client spend data and creating deliverables for the project
* Developing and maintaining a regular sales call program on customers to ensure effective management, retention, and expansion of each customer relationship
* Applying diligence to collecting overdue accounts as reported on the monthly Late Payment Report
* Development of new business-to-business relationships through pro-active outbound communication initiatives
* Involvement in all aspects of the sales cycle and responsibility for meeting annual revenue goals associated with this role

## Qualifications for senior associate

* Entrepreneurial spirit and belief in the opportunities that Siegfried offers
* Preferred knowledge of SAP and Smartview/Essbase
* Knowledge of and experience with Primavera and/or Microsoft software tools other software common to the construction industry
* 3-7 years' of experience in project/construction management
* Experience in contract dispute resolution and construction claims, litigation services and construction consulting services is a plus, but not necessary
* Knowledge of and experience with Primavera and Microsoft products