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# Example of TA Associate Job Description

Our growing company is hiring for a TA associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for TA associate

* Client Money awareness
* Coordination of and prioritization for TA related projects
* Maintain daily/weekly/monthly statistics, daily checkpoints with TPA
* Partner with JPMAM Vendor Management and TPO Teams
* Coordination of product changes and corporate actions with all affected parties
* SLA reviews
* Representation of TA within AM forums
* Partnership with continental Europe business units (Sales, Product Dev, Tax, Compliance etc)
* Facilitate regular reviews are carried out by appropriate departments, Audit, Compliance, Risk or external parties, CASS
* Identify opportunities for service improvement and coordinate with all areas impacted to effect the change

## Qualifications for TA associate

* Good network outside JPMC advantageous
* Part time hours may be available
* Excellent communication skills (written and spoken English, additional languages preferred)
* Minimum of 5 years TA experience
* Equivalent experience should include working for a minimum of four years in a customer service environment, preferably some of that time in a Transfer Agency or Call Service Center where customer interaction is a critical component of the job
* Data interrogation and manipulation