



## Example of Associate / Associate Job Description

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Our company is searching for experienced candidates for the position of associate / associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for associate / associate

- Develop custom webpages pages using OpenDNS ( Block page, Support page)
- Write and distribute basic materials including pitch letters, news releases, backgrounders, fact sheets, bios, newsletters, prepared remarks, program elements and standby statements
- Through news bureau activities, develop pitches and work with targeted media on story development
- Handle standard media inquiries
- Research and monitor Client's business and industry to maintain a current knowledge base
- Assist in the research and preparation for new business pitches
- Organize and implement events and promotions for the Client
- Assist in account administration duties such as billing and activity reports
- Represent Client at events or trade shows
- Proactively develop relationships with external audiences (media, third party constituencies, ) to convey the Client's message

### Qualifications for associate / associate

- University degree level (or non-UK equivalent)
- Experience in a corporate finance or M&A role (probably at an Investment Bank), focused on Oil & Gas
- Experience working on buy-side and sell-side M&A transactions and capital

- Strong Oil & Gas sector business development skills supported by sound understanding and awareness of the Oil & Gas industry fundamentals, current outlook and in-depth knowledge of the client relationships in the portfolio
- Sound level of financial analysis ability, ranging from analysing existing financial statements to building a pro-forma financials, following specific company scenarios