



Example of Associate / Associate Job Description

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Our innovative and growing company is hiring for an associate / associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for associate / associate

- Prepare summaries to assist with portfolio analysis
- Gather research and product information from internal and external sources
- Check daily activity in accounts in a timely manner
- Resolve issues and execute client transactions expeditiously and accurately, escalating when appropriate
- Provide general clerical support including mailing, scanning, faxing, data entry and copying
- Input and follow-up on client orders as directed by Investment Advisor
- Investigate and resolve inquiries and complaints related to accounts and refer to the Portfolio Managers where appropriate
- Assist Senior Associate with administrative projects
- Provide back-up of Senior Associate duties such as bulk trading and allocation during their absence
- Assist advisors with ad-hoc requests and daily administrative items

Qualifications for associate / associate

- Must have prior experience working in a large PR agency on large accounts/clients
- Strong public relations skills, including press releases, media relations, backgrounders, communication strategies, pitches
- Experience with technology clients or accounts

- Although no media planning experience is required, an internship with an advertising/media agency and/or basic knowledge of media is strongly preferred
- Prior Knowledge of Media Tools and Donovan Data Systems is a plus but not required