



Example of Associate Investment Job Description

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Our innovative and growing company is looking to fill the role of associate investment. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for associate investment

- Assist with other Operational responsibilities as necessary
- Service client calls and provide quality service and an excellent customer experience to clients, banks, trusts, broker/dealers and other service providers
- Support new fund products and trading instruments, the investor onboarding process
- Monitor trade exceptions & complex shareholder issues
- Director Diary and Inbox Management including FDI itinerary meetings, Service Provider meetings, ad hoc travel and events and email
- Ad hoc administration on an ongoing basis include taking minutes for key client calls/meetings, filing of all FDI client contracts
- Act as a secondary contact for ASG clients, investment managers, and internal investment team staff
- Work with Research and Analytics to collect relevant information on past performance
- Help provide data and background for the development of Point of Views of relevant partners and opportunities
- Work with the Analytics and Research team on reporting and analysis

Qualifications for associate investment

- Passion for high-growth technology businesses
- 2 to 4 years' experience in relevant industry / field venture-backed startup or

- Ability to adapt to new technology and software programs
- At least 3 years of experience in an investment bank with a track record in M&A and capital markets transactions is essential
- Ideally you will have south east Asian deal execution experience