Example of Associate Product Specialist Job Description

Our company is growing rapidly and is hiring for an associate product specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for associate product specialist

- Liaise with technology teams of financial services providers and platforms to assess collaboration from a technology or distribution perspective
- Provide efficient and courteous service in response to phone and email inquiries and information requests from financial advisors, investors and due diligence personnel
- Independently investigate and assess questions from and situations involving financial advisors and investors to create customized responses to the situations at hand with little guidance or oversight
- Rewrites various sources of information into a uniform style and language for regulatory compliance, and assists in developing documentation for instructional, descriptive, reference, and/or informational purposes
- Supports other teams in the CMC Regulatory Sciences department with the preparation of regulatory documents to support all phases of clinical drug development, as needed
- Keeps management and other stakeholders such as external partners informed on the progress of projects and documents
- Identifies project or resource constraints and contributes to the development of alternate strategies
- Identify and respond to customer needs in order to define potential opportunities
- Collaborates with cross-functional departments to understand the content to be included in new and revised Product Specification documents

assessments to identify failure modes and risk controls

Qualifications for associate product specialist

- Structure Emerging Markets Structured Notes including pass-through notes and credit linked notes for retail investors, working with operations, legal, compliance teams internally and external counterparties
- Trade emerging market fixed income securities for clients and monitor credit risk
- Must have understanding of corporate finance analysis, capital markets transactions including M&A transactions, spin-offs, tender offers, and capital raises
- Must have understanding of decision sciences and statistical analysis applied to investments, including regression analysis, multifactor model, correlation models and decision models framework on investments
- Must have client and presentation skills, including experience with public speaking, preparing and delivering client pitches
- Analyzing problems using diagnostic tools, recommending solutions to customer application questions