



Example of Associate Relationship Manager Job Description

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Our company is looking for an associate relationship manager. 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 relationship manager

- Facilitate timely project delivery by driving managing and closing issues promptly
- Identify technical support resources within the firm to provide production support, resolve issues, develop solutions and staff relevant projects
- Establish excellent working relationships with business teams and with other technology team members
- Maintain Technology roadmaps for an assigned technology area and assume the role of single team contact point for the identified area
- Analyze the total impact on JPM business, operations, and technology when making or facilitating decisions
- Responsible for the coordination, implementation and onboarding of new investment clients and/or new products sold
- Analyse complex financial information to structure appropriate client solutions & credit facility execution of various banking transactions
- Responsible for client due diligence to provide the necessary oversight and local accountability to new transactional or service related activities in line with JPM Chase policies and local RBI requirements covering credit documents, Compliance, Know Your Customer (KYC), Anti-Money Laundering (AML)
- Work with senior traders to identify opportunities to increase client participation in LGIP Funds
- Provide investment recommendations and portfolio management to fund

Qualifications for associate relationship manager

- Strong knowledge of relevant applications and of development life cycles
- Meet with all new clients following up proactively using the 2x2x2 contact strategy to ensure that the client's noncredit needs are satisfied
- Prepare and pre-plans prior to each meeting or call with a client
- Programming background or experience with query languages desired
- Assist in coordinating internal and partner resources to deliver optimal products and client services to participants
- Responsible for relationship management (assigned accounts) for municipal entities in New York and Pennsylvania