



# Example of Capital Markets Associate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of capital markets 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 capital markets associate

- Working on potential pitch opportunities to source new deal transactions within Asia
- Maintaining and developing new investor client relationships
- Organise, arrange and attend client
- Analyzing investor proposals and provide guidance to clients on structure, terms and pricing
- Manage, update and implement best practise to the internal client database
- Have 7-10 years of transaction experience in investment banking, structured credit/ finance, leveraged finance, project finance and/or syndication
- Possess credit analysis and credit structuring skills
- Have knowledge in debt markets including bank financing and capital markets
- Have experience in debt structuring, due diligence, credit documentation and syndication
- Maintain and foster relationships with debt market investors and co-investors

## Qualifications for capital markets associate

- Review and prepare pitch books and proposals
- Prepare presentations for clients in pitching and marketing meetings
- Have 3-7 years of investment banking experience

- Have good stock market knowledge
- Fluency in English and a second language relevant to ASEAN (for example, Mandarin or Bahasa)