



# Example of Capital Markets Associate Job Description

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Our company is searching for experienced candidates for the position of capital markets associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for capital markets associate

- Ongoing administration
- Provide support in overall custodial tax oversight framework including
- Support senior marketer in the sales process and execution of interest rate swap and option transactions, including, deal pricing and responding to relationship managers and client requests
- Perform interest rate sensitivity analysis and other analytical support for senior marketer
- Independently perform financial analyses, economic and industry research
- Coordinates the due diligence and document processing to approve and execute a hedge transaction
- Assist in developing pitches and providing client relationship support
- Work effectively with RMs to assess customer needs and delivering appropriate risk management solutions
- Ensure fairness in all aspects of strategy, product design & delivery, sales processes, customer literature & correspondence
- Gain proficiency with all tools, systems and other resources

## Qualifications for capital markets associate

- Chinese / Mandarin language skills desirable and highly advantageous
- Audit or transactions services experience
- Commitment to completing tasks and working to fluctuating deadlines often in a dynamic deal environment

- An ability and desire to learn new skills working in unfamiliar industries