



Example of Corporate & Asset Finance Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of corporate & asset finance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for corporate & asset finance

- Heavy meeting scheduling
- Heavy Travel Coordination – Domestic & International
- Preparing and/or editing PowerPoint presentations
- Preparing and/or editing Word documents
- Heavy printing, binding
- Scanning or faxing of documents
- Liaison with the Print Center
- Distributing Mail to Staff
- Organizing FedEx and couriers
- Replenish paper in printers, photocopiers, faxes

Qualifications for corporate & asset finance

- Ability to work autonomously when required, but also work within teams
- Coordination on staff events w/ events team
- Monthly funding submissions including working with Deal and Operations teams to ensure deals have correct funding profiles
- Monthly portfolio analysis and reporting
- Timely responses to ad-hoc information requests
- Acting as the "process improvement champion" responsible for driving process improvement with CAF Finance, utilising internal and GFS resources