



Example of Equity Capital Markets Job Description

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

Responsibilities for equity capital markets

- Drive the execution of transactions, which will also involve travel outside of Hong Kong
- Coaching and guiding junior staff
- Participate in personnel-related projects as requires
- Ensure compliance with regulatory requirements and reduce risk in departmental processes
- Responsibility for managing / supervising bookbuilds and allocations (eg
- Liaise with other internal and external parties on transactions (eg
- Partner with Global Electronic Trading Technology group to innovate and create market leading products
- Solve real world, complex problems with effective and innovative technology solutions
- Assists in day-to-day Production support
- Analyze business requirements and document functional specifications

Qualifications for equity capital markets

- CFA or progress towards CFA
- Prior investment banking, equity research, management consulting, and/or technology company operating experience would be viewed favorably
- Software programming experience would be viewed favorably
- Quantitative/ engineering background and an excellent academic record
- Month-end close - ensuring accurate and complete close-off of books &

resolution of any Front office-GL breaks daily reporting of close-off PL is completed on a timely basis

- Have 2-5 years of Investment Banking experience, preferably in Equity Capital Markets