



Example of Equity Capital Markets Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for an equity capital markets. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for equity capital markets

- Attending team discussions and where appropriate client meetings, where you may be asked to deliver parts of a presentation
- Prepare and distribute market commentary on a weekly basis
- Listen to earnings calls and/or read transcripts
- Work alongside Managing Directors, Directors, and Vice Presidents in ECM Origination and across sector coverage groups to originate and execute equity and equity-linked offerings across William Blair's client coverage universe
- Drafting Transaction-Related Documents
- Preparing Client Proposals and Presentations
- Perform PN21 due diligence on issuers, help preparing/reviewing listing documents (including but not limited to prospectus and forms submitted to HKEx/SFC)
- Interns may also work with industry groups like Industrial, Healthcare, Technology, Consumer, Utilities, Oil and Gas and Diversified
- Originate, structure and primarily execute equity-linked and equity derivatives-linked financing transactions and solutions across all industry sectors in the Asia Pacific region
- Project manage equity linked and equity derivatives-linked transactions, leading and guiding junior team-mates in managing client negotiation and work process, project deliverables and time-tables

Qualifications for equity capital markets

- Bachelor's Degree or the equivalent in Business Administration, Finance, Economics, Math or related field with a minimum 3.2 GPA
- The intern will be responsible for data mining, data analysis, and business analysis and will provide technical system support for equity financial products
- Ideal candidate will possess experience in SQL, MS Access, MS Office (including Powerpoint, Visio), and SharePoint
- Experience with quantitative and financial modeling for structuring of equity transactions using balance sheet, income statement, public comparables and transaction comparables analyses
- Creativity and depth with regards to client presentation and solutions