



Example of Graduate Analyst Job Description

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Our company is searching for experienced candidates for the position of graduate analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for graduate analyst

- Assisting with manager selection exercises and the subsequent implementation of any changes to the investment manager arrangements
- Assisting in the production and checking of monitoring reports
- Dealing with routine queries received from clients, investment managers, third parties
- Liaising with investment managers to obtain data, and subsequently analysing data received
- Assisting on research projects
- Using in house tools and databases for analysis
- Liaising/working with other specialist teams within Investments and across other Mercer Business Segments
- LAN Networking – CCNA level knowledge of configuring and installing Access Layer switches and Wireless Access point technology
- Structured Cabling – clear understanding of a structured cabling infrastructure including the use of copper and fibre cabling
- Microsoft networking technologies and principles

Qualifications for graduate analyst

- Demonstrated good leadership and initiative
- Communicate the results with limited assistance
- Work and performance metrics directly from the previous contract, provided

- Sourcing strategy development - Understands and applies determined strategies
- Must have a strong academic background in a numerate type discipline, along with a 2.1 or above degree and at least 320 UCAS points or equivalent
- Previous work experience within analytics reporting & interpreting data