



Example of Implementation Associate Job Description

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

Responsibilities for implementation associate

- Provide internal requests for maps ensuring calls are routing to the correct location, ensure loads are ran correctly and the customer needs are met according to contractual agreements
- Ensures current products display accurate metrics and calculations, which includes various quality assurance queries/reports and the general maintenance of department owned data sets
- Works directly with data operations teams and business units to correct inaccurate/erroneous source data
- Works directly with support staff to assist with researching complex problems/issues directly related to the product
- Develops queries, analyses and deliverables for sales teams and leadership teams including standard and ad-hoc reports
- Tracks and monitors metrics related to performance
- Serves as a subject matter expert on advanced analytical processes/procedures
- Serves as a subject matter expert on new development projects
- Provides guidance and training to staff analysts
- Performs miscellaneous job-related duties as needed

Qualifications for implementation associate

- Ability to communicate effectively with business users and IT professionals including

- Minimum 2 years industry experience, preferably in a similar role
- College graduate – Bachelor's Degree minimum requirement
- Experience using Excel and other Windows based programs
- Industry Knowledge –Working knowledge of alternative investment vehicles
prime brokerage, custody, fund administration operations