



Example of Implementation Associate Job Description

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Our company is hiring for an implementation associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for implementation associate

- Liaise with the client's senior management team
- Generating orders for daily account maintenance, investing cash additions and generating cash for withdrawals
- Coding and manually building out new client's portfolios
- Processing client trade requests
- Serving as points of contact for Investment Counselor teams to provide trade rational and recommendations for client requests
- Accountable for recruitment of staff and onboarding of new staff
- Drives operational excellence by identifying best practices, gathering global ideas for innovation, and making continuous improvements within the Implementation Team
- Oversee coordination of project quality assurance reviews to ensure the highest-quality deliverables
- Provides structure, processes and tools while supporting and controlling projects for successful delivery
- Works with Implementation team leadership to align overall plans, pipeline and core deliverables required to support winning business and readiness for implementation

Qualifications for implementation associate

- Experience with Java programming and UNIX/LINUX
- The successful candidate must be both a creative and strategic thinker detail-oriented

- Act as a contact point and subject matter expert between Wealth business contacts, project teams and technology partners
- Ability to articulate and make long-term recommendations for technology requirements in the business/field
- Review move initiation documents (MID) for the business to confirm all IT components have been identified