



## Example of Investment Management Division Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

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

### Responsibilities for investment management division

- Ability to negotiate and execute a LP /shareholder agreement
- Review transactions flowing from external sources such as CapIQ, SDC, Dealogic
- Investigate, validate and update ownership structure per market updates from vendor sources (Reuters, CapIQ, Dealogic, Factiva)
- Work with team to develop, coordinate and execute recruiting strategy for both summer and full-time hires, including a focus on diversity, marketing, and the competitive landscape for the division
- Manage the summer program from planning to executing, including overseeing events, planning the training curriculum, and managing feedback processes
- Work closely with school teams, University Relations and Diversity Recruiting to ensure divisional participation in campus activities
- Oversee and assist with divisional recruiting logistics, such as systems updates, securing interviewers, scheduling candidates, offer management and onboarding
- Assist with managing relevant metrics, such as forecasting, budgets, global headcount, off cycle hiring, recruiting successes, diversity initiatives, and ad hoc projects
- Sector experience in Real estate, Property, Construction, J-REIT preferred
- Research coverage of the Japanese listed companies, mainly large cap

- Strong credit underwriting experience required
- Influencing Outcomes - Present sound, persuasive rationale for ideas or opinions
- Due diligence on potential investment opportunities
- Client coverage (marketing of new products)
- Primary portfolio manager for investment vehicles
- Active liaison role between underlying fund manager and investors in case of fund of fund structure