



Example of Investment Management Division Job Description

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Our company is looking to fill the role of investment management division. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for investment management division

- Ensure to take information about project name from Portfolio Managers/ Traders/ Sales professionals or their Assistants
- Ensure to take information about attendee for events
- Create Master Accounts for divisions vendor payments
- Manage Analysts Reviews for master account invoices
- Create macro-economic scenarios for stress testing of investment portfolio
- Identify and recommend improvements to existing infrastructure and processes assist in optimization of existing operational processes to increase efficiency and effectiveness
- Use advanced data management and technical skills to provide extensive analysis on Fixed Income, Equity and other asset types
- Develop an in-depth understanding of the investment product platforms and portfolio management teams that we support
- Collaborate with all functional areas of the firm, including investment management, distribution, operations, legal, compliance, marketing, and other key stakeholders to ensure a robust and competitive offering of investment products
- Research and analyze competitive and market information to support new product launches management of the existing product shelf

Qualifications for investment management division

- 5-7 years of previous management experience required in business process architecture and continuous improvement techniques like lean process improvement or Six Sigma
- CA(SA) and/ or Master's Degree in Business Taxation
- Swedish language preferred (but not required)
- Minimum 2-4 years of relevant industry experience, preferably in a sales or trading role
- Preferably have at least 8 year experience, some or all of which in Korea, in investment banking or infrastructure/real estate sector with hands on experience in M&A activities