



## Example of Investor Services Associate Job Description

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Our company is growing rapidly and is looking to fill the role of investor services associate. 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 investor services associate

- Researching and understanding the business requirements of the various regions where GSAM Offshore Funds are distributed and communicating this back for implementation
- Pro-actively identifying enhancements for the clients and communicating these internally
- Automating various functions within the team and identifying ways to make processes more efficient
- Support the Head of Internal Communications I&TS, Europe, in driving forward corporate communication strategy, including identifying and pursuing opportunities resident in I&TS
- Through the use of strong writing skills, develop professional business, CSR and diversity communications materials/collateral, including 7 Questions, 60 Seconds, intranet stories, monthly newsletter and emails
- Support new internal corporate communication channels that take advantage of technological advances
- Provide expertise and support with French translation activities in relation to I&TS communications
- Produce content for the global and local intranets, including feature and news stories
- Support the development of regular contributing articles for RBCnet ensuring a vibrant and frequent turnover of compelling stories

## Qualifications for investor services associate

- Strong data management / MIS skills, particularly Excel & powerpoint
- Accounting qualification or exams advantageous
- Analytical and influencing skills to assess regulation, data and metrics, identify trends and opportunities
- Ability to network across asset managers, administrators, industry bodies, regulators and competitors
- An awareness and understanding of the 'tail risk' associated with the trustee and depositary product
- High energy and work ethic, responsible, self-starter