



Example of Junior Manager Job Description

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Our company is looking to fill the role of junior manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for junior manager

- Manage the Products and Solutions Key Initiatives Committee with tasks such as Key Initiatives prioritization, tracking, preparation of meetings
- Cover Products and Solutions communication
- Compile Monthly Reporting and providing relevant information to key stakeholder meetings
- Support with various Business Mgmt
- Acts as primary point of contact for key stakeholders and partners
- Responsible for supporting senior project manager to implementing projects through the management of project teams
- Ensuring that the standards are in place and continuously measured on the site in terms of Safety (WISE), Food Safety (AIB), Quality and Stock Management
- Ensuring a safe, healthy work environment
- Managing the reject material process for sending material back to suppliers
- Ensuring allergen storage, chemicals and empty containers management are done according to prescribed guidelines

Qualifications for junior manager

- Minimum of 3+ year's experience in the financial markets industry
- Knowledge of portfolio management theory, asset and market pricing models
- Strong analytical and quantitative skills, ideally gained from within a mathematics, econometrics or statistics environment

- Meticulous attention to detail with an ability to remain focused across a wide range of portfolio types and activities is an absolutely essential attribute
- Strong understanding of investments and an active passion for financial markets