



Example of Office Analyst Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of office analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for office analyst

- Synthesize data from the custody industry, industry periodicals, press releases, news releases and client feedback to articulate industry insights and create industry outlooks to be communicate to internal and external audiences
- Coordinate and prepare routine market commentaries and business communications
- Works with Finance to assist in the preparation of financial plans
- Contribute to I&TS' strategy documents for internal and external audiences
- Opportunity for a junior member to join the firm's global internal Research team, based out of London
- The Research Analyst will work on qualitative and quantitative research including financial analysis, competitive analysis, due diligence, macro-economic analysis and data sourcing across multiple industries
- Research projects include data retrieval and analysis, company information, industry overviews, financial market trends and precedents, macro-economic benchmarking and analysis
- Lead all Training, especially annual Training Week
- Plan, manage and participate in EPE recruiting efforts
- Ad hoc projects for the COO group and desk heads

Qualifications for office analyst

- At least 1-3 years post-college experience, ideally in a strategy focused role

- Strong understanding of treasury products and experience in front office projects
- University degree in business management and/or Accounting designation
- Minimum of 3 – 5 years relevant analytical experience within financial services
- Financial services experience - preferably within an investment banking organisation