

Champlain Advisors

Job Title: Analyst

Job description:

- Research potential clients and investors worldwide, market trends, etc.
- Prepare offering materials including executive summaries, investor presentations, private placement memorandums, due diligence questionnaires, virtual data rooms, cash flows, benchmarking, client reports, etc.;
- Able to read, research, write, process and manage multiple projects simultaneously

Minimum academic requirements and desired skills:

- Bachelor's degree;
- Fully bilingual (English and Spanish), strong communication skills; both verbal and written (this is a must);
- Strong financial, strategic and analytical skills;
- Highly proficient in Powerpoint, Excel and Word;
- Strong work ethic, the utmost attention to detail;
- Self-motivated, career oriented, financially driven and able to do what it takes to meet deadlines

To apply for this position please send your resume to: Ray Hatchadourian at ray@champlainadvisors.com