

Position: Investment Banking Senior Analyst or Analyst

Location: Rockville, MD

Growing and busy healthcare-focused investment bank seeks a candidate to provide M&A (mergers and acquisitions) transaction and marketing support.

Ideal Candidate:

The ideal candidate will be highly organized and detail-oriented while managing dozens of tasks, both related to finance and marketing. Those with previous M&A experience will be considered for the Senior Analyst role; Those with less or no experience will be considered for the Analyst role. In all cases, candidates must demonstrate a high level of professionalism together with strong written and verbal communication skills. The work is fast-paced and candidates must have the ability to succeed under tight deadlines while working independently and as part of a team. We seek a sharp, ethical, motivated person, who produces high-quality results every time, and who wants to work hard as part of a collegial team. Candidates must already be located in the Washington, D.C. area or be from the area.

Responsibilities:

The following is not a comprehensive list of responsibilities but should provide a clear sense of the position.

- Work with senior team to assist in all aspects of M&A transactions
- Collect and analyze qualitative and quantitative data from clients and prospects
- Assist and lead in the drafting of Confidential Information Memorandums and other documents for sell-side and buy-side transactions
- Perform market / company research
- Track and lead multiple projects, initiating follow up (internal and external)
- Organize and coordinate calls and meetings with clients, prospects, and others
- Assist in outreach and business development efforts
- Create and / or professionalize marketing materials (industry reports, press releases, etc.)
- Update and expand the firm's database
- Once the candidate is proficient in many of the responsibilities above, it is expected that they will grow into a role that includes management of junior staff

Qualifications:

- Up to two years of prior experience in M&A, finance, valuations, consulting, etc.
- Highly motivated, organized, and creative
- Excellent attention to detail
- Great verbal communication skills and professional writing skills
- Strong work ethic; works equally well independently, as well as in groups, under high-pressure situations and with little or no supervision
- Personable and upbeat disposition

- Team player who is self-motivated to learn and contribute
- A strong understanding of basic financial statements and accounting concepts
- Ability to prepare professionalized presentations in PowerPoint, Excel, and Word
- Proficiency in Microsoft Word, PowerPoint, and Excel is required, and preferred in Outlook, Salesforce, Constant Contact, and WordPress

Compensation:

Compensation for this position includes a base salary and a performance-related bonus.

To Apply:

E-mail a cover letter summarizing your qualifications and a résumé to Brian Greenberg at bgreenberg@greenberg-advisors.com, along with 2-3 PowerPoint and Excel samples that display your skills.

For more information about GA, please visit our website: www.greenberg-advisors.com.