2027 ASSOCIATES – ROLES AND RESPONSIBILITIES

ASSOCIATE, MARKETING & COMMUNICATIONS (ONE ROLE)

Overview
Associates support the execution of initiatives and day-to-day activities within their assigned portfolio. They play an essential role in ensuring smooth operations and supporting the overall success of the portfolio.

Key Responsibilities:

- Assist with project execution, coordination, and administrative tasks as required.
- Conduct research, data collection, and documentation to support portfolio objectives.
- Work with the Portfolio Lead and team members to complete assigned deliverables on time.
- Support meetings, events, and communications related to portfolio initiatives.
- Contribute ideas and feedback to improve portfolio activities and outcomes.

Skills/Qualifications:

- Must have a strong background in marketing and communications
- Strong attention to detail and organizational ability.
- Effective communication and teamwork skills.
- Adaptability and willingness to learn across various functions.