

## Corporate

# Investment Bank Operations Analyst Program

The new JPMorgan Chase & Co. (NYSE: JPM) is a leading global financial services firm with assets of \$1.3 trillion and operations in more than 50 countries. The firm is a leader in investment banking, financial services for consumers, small business and commercial banking, financial transaction processing, asset and wealth management, and private equity. A component of the Dow Jones Industrial Average, JPMorgan Chase & Co. has its corporate headquarters in New York and its U.S. retail financial services and commercial banking headquarters in Chicago. Under the JPMorgan and Chase brands, the firm serves millions of consumers in the United States and many of the world's most prominent corporate, institutional and government clients.

### Program Overview

Investment Bank (IB) Operations implements and delivers new products as well as providing firm-wide analytical and processing services that are timely, transparent, and integrated. Employees in IB Operations build and maintain strong relationships with internal clients, as well as the Front Office to offer exceptional service in a highly controlled and competitive environment. They are at the forefront of technological advancements and are constantly improving and adapting to new businesses, products, and regulatory requirements to ensure accurate and efficient execution of our services, products, and knowledge that our clients expect and demand.

The program is designed to develop a pipeline of talent for the vital operations and infrastructure areas of our firm's Investment Bank. As an Analyst in this one-year program, you'll learn the mid- to back-office operations functions that support and sustain the Investment Bank with priority placed on delivering cost-effective operational excellence through continuously enhancing processes and controls. The Investment Bank Operations Program is part of the broader Operations, Management Services, Technology Entry Level Training and Development Program.

### Training

The IB Operations Analyst Program is a unique combination of facilitated, self-paced, and on-the job training and development opportunities, as well as real world business experience.

With the support and guidance of the program, you will gain exposure and experience to tools and techniques for managing and driving your own career while learning and applying real business skills to your job. You will be aligned with a Development Manager, who acts as a coach and mentor, and participate in robust, comprehensive upfront and ongoing professional and business-skills training during your time in the program.

### Your career here

While in your role, you'll be working on real processes and initiatives that will have a direct impact on our firm's business.

Responsibilities may include:

- Supporting a trading desk (i.e. capture, analyze & review trade events)
- Reporting & documenting (i.e. P&L, risk, financial, client revenue, etc.)
- Creating & maintaining spreadsheets & databases
- Making process improvements
- Contributing to projects & business initiatives
- Working with a team on day-to-day activities

### Opportunities

Investment Bank Operations Program Analysts add value to our organization through cost savings, more efficient operations, and by making it possible for our business lines to capitalize on new opportunities. They are well respected, gain immediate exposure to senior management, quickly develop a firm-wide perspective on our businesses, and have the opportunity to work alongside industry leaders to develop cutting-edge products, processes, policies, and infrastructures.

Upon completing the program, you'll have the knowledge and skills needed to advance your career for years to come and as opportunities arise, you may choose to stay on in one role or initiate a move within IB Operations. Along the way, you will find encouragement and support, and can take advantage of many continuing education and advanced training opportunities.

### Qualifications

We are most interested in highly motivated, results-oriented and customer-focused college graduates who are eager to launch their careers as an Investment Bank Operations Analyst. All potential candidates must be able to work well within a fast-paced, team-spirited environment, as well as possess:

- A BS/BA degree preferably in Management, Business, Accounting, Operations, and/or Engineering (all majors, however, are welcome to apply)
- A GPA of 3.2 preferred
- PC proficiency (MS Excel & PowerPoint)
- Strong leadership & written/verbal interpersonal communication skills
- Superior quantitative & qualitative analytical talents
- The proven ability to synthesize information to: reach logical conclusions; manage projects; evaluate and improve processes; and present findings
- Eligibility to work permanently in the United States

### Locations – Program

- Newark, DE
- New York, NY

