

Position: Investment Banking Analyst | In-person, Rockville, Maryland

Growing, lower-middle market healthcare-focused M&A advisory firm seeks a candidate to provide M&A transaction and marketing support. This position is in-person only in Rockville, MD (ie. not remote).

Ideal Candidate:

The ideal candidate will have prior M&A or related finance or marketing experience. Candidates should be highly organized and detail-oriented while managing dozens of tasks related to finance and marketing. 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 and who wants to work hard as part of a collegial team.

Responsibilities:

The following list of responsibilities, while not comprehensive, 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 Memoranda 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

Qualifications:

- Highly motivated, organized, and creative
- Excellent attention to detail
- Great verbal communication skills and well-developed professional writing skills
- Strong work ethic
- Works well independently, and in groups, in high-pressure situations
- 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 and Word
- Proficiency in the Microsoft Office suite is required, and experience in Salesforce, Constant Contact, and WordPress is preferred

Compensation:

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

Start Date:

Immediate. We'd welcome pending graduates to join sooner in a part-time role during the semester as well.

To Apply:

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

About Greenberg Advisors:

Greenberg Advisors, LLC provides trusted M&A and strategic advice within the financial services and business services sectors worldwide. We are best known for our expertise in Revenue Cycle Management (RCM) and Healthcare IT (HCIT), Accounts Receivable Management (ARM), and Business Process Outsourcing (BPO).

Leveraging over 65 years of M&A experience, the firm's professionals offer a comprehensive, yet highly specialized perspective from which to advise clients, resulting in the completion of over 160 M&A, valuation, and strategic planning engagements. These client successes reflect Greenberg's distinct client-first approach, deep sector expertise, objective point of view, and work ethic.

As one of the most proven and active advisory firms in these sectors, our clients have included public and privately-held companies, institutional investors, Fortune 500 firms, family-owned businesses, and senior executives.

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