

STATE STREET BANK POLAND IS HIRING A ACCOUNT OPENING ADMINISTRATOR FOR
PERMANENT UNDEFINED.

Date : 01/06/2017

Job reference : 162701-19791455

Type of contract : Permanent

Localisation : Krakow 30001, PL

Contract duration : Undefined

Level of studies : Bachelor's Degree

Years of experience : 6 months - 1 year

Company description :

Across the globe, institutional investors rely on us to help them manage risk, respond to challenges, and drive performance and profitability. We keep our clients at the heart of everything we do, and smart, engaged employees are essential to our continued success.

Our promise to maintain an environment where every employee feels valued and able to meet their full potential infuses our company values. It's also part of our commitment to inclusion, development and engagement, and corporate social responsibility. You'll have tools to help balance your professional and personal life, paid volunteer days, and access to employee networks that help you stay connected to what matters to you. Join us.

Job description :

Position Description

This is the entry-level professional position in the Account Openings and Market Entrance Department. Individuals performs operations and administrative support function required to support specific business objectives of their unit.

Primary Responsibilities:

Complete account opening and amendment requests accurately within established time frames

Update client cash and security accounts and income policy headers

Liaise with sub custodian outstanding requests as needed

Responsible for following up with sub custodian to confirm security and cash account numbers within established timeframes

Process inquiries ensuring they are processed within established deadlines

Required profile :

Required Qualifications:

Bachelors' degree or equivalent

Min 1 year experience within the Financial Services industry

Very good level of English

Deadline and detail oriented

Good communications and customer oriented skills

Able to work individually and as a part of the team

To apply: <https://apply.multiposting.fr/jobs/6310/19791455>