

STATE STREET BANK POLAND IS HIRING A TAX VOUCHER ADMINISTRATOR FOR
PERMANENT UNDEFINED.

Date : 01/06/2017

Job reference : 162700-19791363

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

Under the supervision of the Team Leader, you will act as a liaison between the line area and subcustodian to ensure the proper settlement of security and cash transactions. Your main scope of tasks will also cover interpreting client needs, offering assistance and advising on standard practical issues.

Primary Responsibilities:

- Ensure subcustodian message are received daily as outline in operating requirements
- Follow up on pending trades (cash and securities) to ensure timely settlement
- Responsible for the reconciliation of cash and security accounts
- Research and resolve internal and external inquiries
- Mitigate risk by identifying operational issues
- Ensures daily processing is accurate and complete
- Complete daily processing within established deadlines
- Continually challenge existing operational processes to ensure optimal efficiency

Required profile :

Required Qualifications:

- Bachelor's Degree or Equivalent experience
- Min 1 year within the Financial services industry preferred but not required
- Excellent customer service
- Deadline and detail oriented
- Good verbal/written communications skills
- Very Good level of English

To apply: <https://apply.multiposting.fr/jobs/6310/19791363>