

STATE STREET BANK POLAND IS HIRING A IFS TRANSFER AGENCY SPECIALIST, ASSOCIATE
1 FOR PERMANENT UNDEFINED.

Date : 03/04/2017

Job reference : 150646-18625283

Type of contract : Permanent

Localisation : Krakow 30-001, 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 :

Purpose Of Role:

Trade processing, investor account maintenance, issue reporting and resolution.

Specific Duties:

- * Process investor transactions: review documentation, ensure anti-money laundering documentation has been received, enter subscription on ISS and save documentation on to DMS
- * Process updates/changes to investor account registration details review documentation, enter details on ISS and save documentation on to DMS
- * Assist in preparation, review and resolution reconciliations of TA cash accounts
- * Assist with the payment of fees, expenses on behalf of the fund

Required profile :

Specific Qualifications/ Skills:

- * Highly numerate
- * IT Literate

Level Of Education:

- * Degree in Accounting or Finance or Business related area (minimum 2.2 honors degree)

Previous Level Of Experience:

- * Previous Transfer Agency experience useful but not essential.

Skills

- * Strong verbal and written communication skills
- * Very good English
- * Strong analytical skills
- * Ability to perform effectively within strict client deadlines

State Street Job ID: 150646

Location: Krakow

To apply to this position, follow the "apply now" link. To locate this position in our application page, please use the KEYWORD search functionality and insert either the State Street Job ID or the Location.

To apply:<https://apply.multiposting.fr/jobs/6310/18625283>