

STATE STREET BANK POLAND IS HIRING A TRANSFER AGENCY ADMINISTRATOR ASSC1  
FOR PERMANENT UNDEFINED.

Date : 23/03/2016

**Job reference :** 128038-13021011

**Type of contract :** Permanent

**Localisation :** Gdańsk 30001, PL

**Contract duration :** Undefined

**Level of studies :** Bachelor's Degree

**Years of experience :** 6 months - 1 year

**Company description :**

State Street Bank Poland

**Job description :**

Process investor transactions: review documentation, ensure anti-money laundering documentation has been received, enter subscription 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

Assist with the preparation of the monthly investor statements in accordance with client instructions

Assist with the collection, review and update to ISS, where required of investor related documentation including AML, bank details etc.

Assist with testing and review of new systems developments as they occur.

During the course of normal day to day operation, responsible for identifying any unusual or potentially suspicious transaction activity and must report and/or escalate in accordance with corporate policy and guidelines detailed in relevant operating procedures.

**Required profile :**

Skills

Strong verbal and written communication skills

Very good English

Strong analytical skills

Ability to perform effectively within strict client deadlines

**To apply :** <http://apply.multiposting.fr/jobs/6310/13021011>