

STATE STREET BANK POLAND IS HIRING A 136625 FOR PERMANENT UNDEFINED.

Date : 20/05/2016

**Job reference :** Transfer Agent(IFDS)-13768347

**Type of contract :** Permanent

**Localisation :** Gdansk 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 :**

Job Summary

Individual is involved in processing of investor transactions and communication with investors

Job Duties and Responsibilities

Process subscriptions: review documentation, ensure anti-money laundering documentation has been received, confirm receipt of cash in fund's bank account, enter subscription on ISS

Process redemptions: review redemption request, check authorised signatories and bank account details, ensure required notice period has been given, enter redemption on ISS

Communicate with both investors and clients regarding investor investment activity

Distribute fund performance in accordance with client instructions

Arrange payment of fees, expenses on behalf of the fund

Prepare and distribute monthly investor statements in accordance with client instructions

**Required profile :**

Knowledge, Skills Experience Required

Degree in Accounting or Finance or Business related area

Very good English command

Excellent administrative, organisational and business support skills, with the ability to multi-task and to work calmly under pressure.

Excellent working knowledge of MS Office suite including Word, Excel and PowerPoint

Strong written verbal communication skills

Possess excellent organisational, planning and co-ordination skills.

Ability to work accurately to tight deadlines

Proactive and able to work independently and as part of a team

**To apply :** <http://apply.multiposting.fr/jobs/6310/13768347>