

STATE STREET BANK POLAND IS HIRING A JUNIOR - BUSINESS OPERATIONS CONTROLS  
GOVERNANCE FOR PERMANENT UNDEFINED.

Date : 25/05/2016

**Job reference :** 132279-13832474

**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 :**

Role

- \* Gather Data (SOP's, Process Flows) for functions performed.
- \* Maintain Inventory of required data and manage collection process.
- \* Ongoing review and validation of procedures with Business SME's to identify;
- \* Gaps between procedures documentation and actual process
- \* Unique Client Processes.
- \* Create standardised SOP's, Process Flows.
- \* Review processes and procedures and identify controls in place.
- \* Critically review the controls and assess completeness and adequacy of the control environment

**Required profile :**

Required Competencies -

Assertive and pragmatic with the ability to work with minimal supervision. The individual must be highly detail-oriented and motivated, and able to display a high standard of accuracy and professionalism at all times. First class written and verbal communication skills are essential to maintaining both internal and external stakeholder and client relationships. The candidate will be expected to display the ability to work well within a deadline driven team environment

State Street Job ID: 132279

Location: Kraków

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 :** <http://apply.multiposting.fr/jobs/6310/13832474>