

Mutual Fund Analyst Spanish/Portuguese language

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Company: IBPM

Location: Ireland

Category: other-general

Mutual Fund Analyst Spanish language

68103BR

Job Description

Role Title: Mutual Fund Analyst Spanish language **Role Designation**Process Executive

Reporting Manager:Team Lead**Job Level:** 2**Location**Dublin**About Infosys BPM Ltd:**

Infosys BPM, the business process management subsidiary of Infosys, provides end-to-end transformative services for its clients across the globe. The company's integrated IT and BPM solutions approach enables it to unlock business value across industries and service lines, and address business challenges for its clients. Utilizing innovative business excellence frameworks, ongoing productivity improvements, process reengineering, automation, and cutting-edge technology platforms, Infosys BPM enables its clients to achieve their cost reduction objectives, improve process efficiencies, enhance effectiveness, and deliver superior customer experience. We have 35 delivery centers in 14 countries spread across 6 continents, with 42,000+ employees from over 80+ nationalities. **Role Context**The Mutual

funds team are responsible for managing, research, extract, update, maintain and process Mutual Fund financial data using various internal systems and proprietary company software.

The team Build and maintain relationships with client and contributors **Key Responsibilities**

& Deliverables:

Responsible for updating Pricing Data provided by Mutual Fund managers

Will be responsible for verification and updating of mutual fund corporate actions including but not limited to dividends, name changes, mergers and liquidation

Participate in time-sensitive projects, and collaborate with your global colleagues to deliver new –initiatives

Essential Criteria:

A bachelor's degree, preferably with a concentration in Finance

Prior Fund Account management experience advantage

Advanced excel skills and experience (VBA and Macros experience an advantage)

Strong organization skills and capable of handling multiple projects

Demonstrable research and analytical skills

Strong organization skills and capable of handling multiple projects

An ability to meet deadlines, logically tackle problems and set priorities.

Excellent written communication and presentation skills.

Desirable Criteria:

Previous project management experience

Keen interest in information management and technology and product development

A background in equity markets with additional knowledge of corporate events would also be an advantage.

30 Role Designation Key Indicators: Customer Orientation:

Service orientation

Responsiveness

Analytical Ability:

Problem Solving

High Impact Communication: Process Executive Learning & Innovation:

Openness to new ideas

Learning Orientation

Benefits

performance related bonus

Tax Saver Scheme – which allows for employees to purchase travel tickets/ bike tax free

Health Insurance - 10% off a health insurance plan with Irish Life.

Sick Pay – Entitled to 6 days of sick leave per year after probation period is passed.

2 days study leave

This role profile is a guide to the work you will initially be required to undertake commensurate with job level and experience. It may be changed from time to time to incorporate changing circumstances. It does not form part of your contract of employment.

Country

Ireland

Interest Group

IBPM

Company

IBPM Ireland

Role Designation

232BPRCEXE Process Executive

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