



BNY Mellon is an investment company and can act as a single point of contact for clients looking to create, trade, hold, manage, service, distribute or restructure investments and safeguards nearly one-fifth of the world's financial assets. BNY Mellon remains one of the safest, most trusted and admired companies. Whether providing financial services for institutions, corporations or individual investors, clients count on the people of BNY Mellon across time zones and in 35 countries and more than 100 markets.

### **Corporate Trust - New Team in Wrocław!**

With global reach and a comprehensive suite of scalable administrative, operational and infrastructure capabilities, BNY Mellon Corporate Trust help clients to drive business growth and maximize efficiency through our core services of trustee, paying agency, custodian, collateral administrator and other fiduciary offerings. Backed by the power of BNY Mellon at every phase of the investment lifecycle, our global footprint and deep expertise deliver insight-driven solutions directly to clients. We're building the team in Wrocław, so we have number of open roles – join us today!

### **Administrative Assistant**

#### **Main responsibilities:**

- Supporting the business by managing the on-boarding of all new hires and to off-boarding all leavers in line with CT and company policy procedures.
- Managing the end to end process to ensure the efficient and timely on/off-boarding of all transfers-in and transfers-out.
- Supporting the business by the management of a central archive file/records in line with company policy procedures.
- Managing the day to day ad-hoc EMEA business team administrative requests.
- Ordering of Headed Paper, Envelops etc., and employee business cards where applicable.
- Arranging all employee business travel bookings and assist with T&E reimbursement as requested in line with policy.
- Resolving communal office and equipment issues. To manage, coordinate and facilitate all office desk moves.
- Maintaining up to date versions [part of month end checks] of department records to assist the business with internal controls and audit e.g. New Starter/Leaver, EMEA Floor Plans, User Bank Devices.

**Qualifications:**

- A good communicator and multitasker having the ability to organise and manage own time and juggle a busy daily workload.
- Proactive approach, use own initiative to prioritise critical business requests.
- To stay professional and calm in a sometimes pressurised environment.
- Tenacity and the ability to challenge stakeholders/business partners to ensure delivery to our business within specific SLA.
- Good problem solving skills and the ability to know when to manage and when to escalate to ensure swift and effective resolve to outstanding queries/requests.
- Attention to detail to ensure accurate updates/reporting.

**Our offer:**

- Full time contract of employment
- Working Hours: dependant on the team but usually: Monday-Friday 9:00 – 17:15
- Location: Aquarius Building ul.Swobodna 3 or Sagittarius Building ul. Borowska/Sucha
- Competitive salary
- Health & Life Insurance
- Multisport card / Cinema Tickets / Nursery subsidiary
- Pension scheme
- Excellent opportunities for training, growth and professional development
- Opportunities to engage in diverse projects due to growth of business migrations
- A multitude of opportunities to get involved in additional charity projects
- A collaborative culture and great teams

If you are interested to join BNY Mellon team, please complete a candidate profile online on **[bnymellon.com/careers](https://bnymellon.com/careers)** (ref. number #1802380) and send your CV to **[recruitment.wroclaw@bnymellon.com](mailto:recruitment.wroclaw@bnymellon.com)**