



BNY MELLON



Representative, Client Processing

The Client Processing Services department is responsible for the accurate processing and maintenance of partnership registers and documentation for the funds we administer:

- Ensuring that prospective investors meet eligibility, compliance and anti-money laundering guidelines during the processing of investor-related transactions, which includes subscriptions, redemptions, the generation and distribution of confirmations and statements, as well as transfers, re-registrations and distributions
- Reconciling trade information received with the clients expected transactions and money received from investors
- Written and oral correspondence with the fund and investors regarding AML documentation, transactions, performance and statement reporting
- Representatives are also a resource for Client and Investor inquiries regarding their transactions and documentation outside of the trade processing cycle

Requirements:

- Very good/ Fluent command of English is mandatory
- BA or MA degree (from various faculties)
- Proven customer service skills
- Excellent analytical, organizational and time management skills
- Self-motivation and the ability to work independently and as a part of a team
- PC literacy
- Ability to assist in, and implement, the planning of work
- High level of accuracy and professionalism

What we can offer you:

- Full time contract of employment
- Working Hours : Monday-Friday 9:00 – 17:15
- Location : Aquarius Building ul.Swobodna 3, Wrocław, Poland
- Competitive salary
- A clear career path within Graduate Accelerator Programme (GAP) as well as potential promotion to Senior Representative role after 18th months of employment.

- 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