



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!

Representative, Client Service (UK Client Services Team)

Main responsibilities:

- Provides quality support to clients with moderately complex transactions and processes on a daily basis.
- Perform functional based activity which supports onshore servicing of the clients, such as receivables, ticklers, control reporting and project related activity.
- Investigates errors in client accounts and statements.
- Routes issues that cannot be addressed at point of contact to appropriate team, in accordance with documented procedures.
- Reviews daily open items to ensure proper follow-up and closure.
- Perform onboarding and termination functions that ensure a strong control environment.
- Complete all activities as assigned by Team Leader or client service manager.
- Perform quality reviews and due diligence where required.
- Ensure that all processes are in accordance with the Firm and Corporate Trust policies and preferred practices.

Qualifications:

- Strong PC skills (including Microsoft® Word, Excel, PowerPoint, etc.)
- Fluent spoken and written English language skills
- Ability to withstand work pressure and deliver with speed and accuracy
- Adaptability (ability to modify approach as situations change, and to easily accept changes to own organization or job requirements)
- Analytical Skills (possess data interpretation and basic Excel knowledge)

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** (ref. number #1802352) and send your CV to **recruitment.wroclaw@bnymellon.com**