

## VACANCY - Officer Operations Back Office (M / F) CDD

### Description of Function:

Moventum S.C.A. is a Luxembourg based company offering fund distribution, asset management, transfer agency and fund services. Our clients are international financial advisors, our goal is to help them achieve top quality performance for their own clients, who are retail and institutional investors. We offer a trading platform, product research and comprehensive Operations Middle- and Back-office support, all of which is provided and supported by highly experienced and dedicated staff in our Luxembourg, Brno, Frankfurt, Vienna and Warsaw offices.

We are now looking for a motivated new colleague (M/F) – to join our **Operations Back Office** team on an initial one year contract. During your time with Moventum you will be involved with a variety of tasks, the main ones being:

- final processing of data relating to our Financial Advisors and their end clients, ranging from account set ups to transaction processing to payments and foreign exchange operations;
- provide information as needed to answer client queries and fulfil regulatory requirements;
- assist as needed in projects, account migrations and new product set up.

The work is varied and plentiful, so we want someone who is:

- motivated and able to learn, with a proactive '*Want to? Can do!*' approach;
- not afraid to take responsibility;
- accurate and attentive to detail;
- client service oriented;
- a good team player with respect for their colleagues.

Financial sector experience is an advantage, but mind-set is just as important. However, an absolute must is fluency in both German and English (German and Austrian nationals account for more than 50% of our clients), with Polish, Czech and other European languages being welcome.

**What we offer** in return is the chance to work in a truly international environment, where you will be encouraged to develop your own skills and achieve your personal best in what you do, with an opportunity to gain wide ranging knowledge of the financial world.

### How to apply

If you think you are right for the role, please send your CV and covering letter to one of the two addresses below:

*Postal address:*

Karen French  
EVP – Head of HR  
Moventum S.C.A  
B.P. 1257  
L-1012 Luxembourg

*e-mail address:* [karen.french@moventum.lu](mailto:karen.french@moventum.lu)