

VACANCY - Officer Operations Middle Office (M / F) CDI

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 three enthusiastic new colleagues (M/F) – one replacement and two additional - to join our **Operations Middle Office** team where the main tasks, are to:

- check a variety of documents relating to our advisor clients and the end investors, preparing them for final processing;
- deal with client queries, either directly or in cooperation with other departments such as Legal and Compliance and IT;
- provide information required by the regulatory bodies in various jurisdictions, auditors, potential new business partners;
- assist as needed in projects, account migrations and new client on-boarding.

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

- 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;
- good team players 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