



## Job Description - APAC

<b>Job Title:</b>	Front Office Support – Corporate action and Index Tracking	<b>Date:</b>	
<b>Department:</b>	GECD Operations	<b>Location:</b>	Taikoo Place
<b>Business Line / Function:</b>		<b>Reports to:</b> <i>(Direct)</i>	Benedicte LY, Head of Ops Corporate action and Index
<b>Number of Direct Reports:</b>	1	<b>Directorship / Registration</b>	

### Key Responsibilities

Its primary responsibility is to drive the CA and dividends instructions & settlements processes to ensure a smooth operation.

#### CA & Dividend related Instructions

- Manage instruction and settlement process for corporate events and dividends.
- Perform dividends or corporate action related reconciliations between systems.

#### SLAB CA & Dividend Management

- Manage corporate actions and dividends processes for the Lending and Borrowing activity

### Competencies (Technical / Behavioural)

#### Technical Knowledge

- Bachelor or Master Degree on Economics, Mathematics or Finance
- Reuters / Bloomberg / Swift
- Strong knowledge on various Corporate Actions and its impacts in pricing
- Microsoft and programming skills (VBA, Excel, Access)

#### Skills and competencies

- Analytical mindset: Aptitude to understand financial pricing is needed as to be able to calculate simulations, forward impact and communicate the results with traders.
- Organized & good resistance to stress: This is a much faced paced dynamic environment with several tasks to be performed at once; therefore excellent time management, proper prioritization and good positive resistance to stress are compulsory.
- Attention to detail: Ability to notice any abnormal processes as well as any unusual dividends or prices for instance when monitoring and reconciling the various market data.
- Innovation and initiatives (Think “outside the box”): Demonstrate willingness to constantly improve the status quo. Understand well the processes in place and evaluate if needed, alternative options to do things better with a cost - benefits / ROI approach.



# BNP PARIBAS

- **Self discipline & autonomy:** Have a constant “delivery on time” mindset, both on the daily production side (SLA on creations per instruments, on dividends updates or on CA instructions for instance) and on the projects handled. Ability to work on its own with little supervision.
- **Adaptability & Change Management:** Ability to easily adapt to new situations (new booking systems, new products, new activities to manage...) as this is a constant changing environment
- **Strong Client Focus:** Capacity to work with various clients, especially FO. Need to be sensitive about the rationale of their requests and be proactive when replying to them. Work as partnership while consistently keeping an independent mindset.
- **Escalation & Reporting process:** Internal rules of reporting and escalation to Ops and FO need to be known & applied. The team member also needs to report any sensitive information/issues and escalate immediately to their management to allow proper time resolution.

## Specific Qualifications Required

None

This is a 1-year full-time contract / internship position which welcomes both graduates and current students to apply.

To apply, please send your application to [benedicte.ly@asia.bnpparibas.com](mailto:benedicte.ly@asia.bnpparibas.com) as soon as possible.