

Intern - Trade Services Core Operations

Job number: 852925

Scope of the role:

We are looking for intern to join the Trade Services Core Operations Department. You will be responsible for performing a multitude of analytical oriented tasks to support various stakeholders located all over the world. Your key tasks will be – however not only limited to – following: performing completion, confirmation and settlement of trades.

Working with us, you will be responsible for:

- Liaising with Brokers, Custodians and internal department's pre and post settlement to reduce the risk of exposure to Franklin Templeton Investments,
- Trade settlement of all security trades on eligible markets,
- Resolution of settlement issues within global specified timelines,
- Participation in daily online meetings with GTS sites located worldwide in order to discuss crucial topics so that FT provides high quality services and solutions,
- Driving for solutions by constantly looking at reducing risk and streamlining processes such as trade completion and confirmation, verification of holdings, pre-match, and fails resolution,
- Managing risk and prioritizing the workload effectively,
- Escalation of potential issues at earliest possible opportunity,
- Highlighting issues and reporting root cause and trends back to management,
- Performing other duties as assigned.

We are looking for candidates who (have):

- Current student status.
- Fluent knowledge of English (spoken and written).
- Computer skills with experience working in a Windows environment,
- Strong analytical skills with a keen eye for details, Utilizing Excel functions (e.g., VLOOKUP, PivotTables) for data analysis Experience with VBA would be a plus.
- Very good organizational skills,
- Ability to prioritize workload and meet deadlines,
- Self-reliance and self-discipline at work,
- Good communication skills and ability to effectively tailor communication with a diverse range of business partners
- Availability to work 25-30 hours per week.

Benefits for you



**Local work with
global
perspective**



**Attractive
location
in the center
of Poznań**



**6-month paid
internship**



**Office gym and
optional
MultiSport cards**



**Charity
events**



Learning resources

APPLY!