

TA Oversight & Broker Financing Intern

Job number: 852943

Scope of the role:

The EMEA & Americas TA Oversight & Client Relationships department provides TA service delivery and business partners oversight, as well as key distribution relationship support, for the funds domiciled in the Europe, the Middle East and Africa (EMEA) Region. Part of the group is TA Oversight, Client Relationship CEE & Broker Financing Team which is responsible for overseeing the TA activities for the Central and Eastern Europe (CEE) region including Client Service, Operations and Commissions. Part of the team is supporting funds distribution in European markets also with regards to projects and provides an overview of local procedures and processes. Broker Financing part of the team is responsible for calculating the manual commission, and releasing of variety commission fees to our clients globally. Currently, we are looking for an intern to join our team!

Working with us, you will be responsible for:

- Ensuring the highest level of service to internal teams (mainly Sales, Compliance, Legal, Tax), external clients (Brokers) and business partners.
- Providing direct support to the clients and business partners with regards to their escalations and business initiatives.
- Identifying and supporting implementation of various improvement initiatives.
- Make the manual commission calculations and release of variety commission fees to the clients.
- Prepare ad hoc reports and business analysis depending on needs.

We are looking for candidates who (have):

- Is fluent in English and Polish and has current student status,
- Has at least basic knowledge of Excel,
- Has strong interpersonal skills, as well as diplomacy and tact,
- Has relevant client service skills,
- Has strong analytical, organizational, and time management skills,
- Strong attention to details,
- Ability to work independently and manage own tasks with limited supervision,
- Highly developed interpersonal skills and ability to work in an international environment,
- Ability to work on team projects and achieve team goals,
- Ability to maintain knowledge of procedures, products, and projects.

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!