

International Fund Services & Asset Management S.A.

Based in Luxembourg and regulated by the CSSF, our company is one of the leading independent fund trading platforms in Europe established in 2001. As a pure B2B-fund service platform we offer client-tailored services to institutional clients. Highest technology-standards as well as maximum flexibility and individuality in performing our services paired with a unique form of personal advice and client care is our basic philosophy of all our action.



Administrative Officer – Securities Data Management (m/f)

Key responsibilities

- maintenance of securities data in our in-house developed IT-application: insertion of new data sets, updating of existing fund characteristics, ongoing completion of records
- execution of automated processes for data insertion, updates and completion
- step-by-step validation of data deliveries from external data providers
- handling of queries from data consumers and providers – both internally and externally
- preparation of client reporting as well as of internal statistics
- active participation in projects aiming to optimize the quality of our data warehouse and to improve the efficiency of data collection

The ideal candidate will

- have at least 1 year professional experience in investment fund industry
- have strong analytical skills and work results-oriented
- attach great importance to precision and accuracy
- pay superior attention to detail and maintain constant focus on quality
- have a strong affinity for IT and a good understanding of inter-divisional business processes
- execute complex tasks with a high degree of autonomy
- be a team player and act client-driven
- be fluent in German (corporate language) and English; any other languages will be considered as an advantage

We offer an international working environment, responsibility at an early stage, an attractive salary package and good conditions for career development. Are you interested in joining our inspiring and dedicated team? Please send your CV together with your motivation letter to hr@ifsam.lu.