

Currently we are looking for:

**Junior Process Officer with fluent** **English**

in Capital Markets Area (Sub-Custody Services, Nordea Securities Services)

Are YOU ready to take your development and career in your hands?

NOC will make it possible!

Sub-custody Services is responsible for settlement and asset services for Sub-custody clients in all Nordic countries, as well as the Baltics. We also provide reporting and invoice our clients in relation to the above services. The main services in Sub-custody Services are Asset Services and Settlement Services.

In Asset Services we run the operations and client services related to corporate events, income payments, tax and proxy voting. Settlement Services are responsible for the daily operation and client service related to settlement of fixed income and equity settlement. Sub-custody Services is located in Helsinki (centralized unit for settlement) and Stockholm (centralized unit for asset services Denmark, Norway and Sweden).

We provide great customer experiences

Professional and proactive service for our clients and internal stakeholders with the right level of service mind-set. In Sub-Custody Services our clear goal is to provide excellent and harmonized client service and at the same time reduce complexity by simplification and increase efficiency.

**The position we offer**

* Work in international environment
* An exciting career development for people willing to learn and take on new challenges
* Development possibilities
* Great team atmosphere
* Social benefits (cafeteria system)

**The qualifications you need**

 Professional requirements:

* English language on professional level (mandatory)
* Very good coordination and planning skills
* Very good communication and cooperation skills
* BA or MA degree
* Good knowledge of MS Office tools
* Former migration experience will be an asset

In order to succeed in this position you should:

* enjoy servicing clients with their queries
* take ownership and deliver on promise with high quality
* work efficiently both in a team and individually
* actively seek to learn from best practices in order to increase performance

Other requirements:

* willingness to participate in trainings in Finland
* ability to work under time pressure
* abilityto adapt to varying tasks in a changing environment
* Prepare and document Process Handbooks and work instructions;
* Undergo process training
* Support training activities

**Please fill the application form at:** [**https://candidate.hr-manager.net/ApplicationInit.aspx?cid=22&ProjectId=194621&DepartmentId=21479&SkipAdvertisement=true**](https://candidate.hr-manager.net/ApplicationInit.aspx?cid=22&ProjectId=194621&DepartmentId=21479&SkipAdvertisement=true)