



Junior Investment Data Administrator

We are currently looking for a dynamic **Junior Investment Data Administrator** to join our growing team of qualified professionals for our IT entity; Business Data Integrator.

Your role as Investment Data Operator will consist of providing a basic Financial Accounting for clients and administrative support to the Investment team and Portfolios Managers

What you will do:

- Update and follow-up of clients' requests
- Input and proceed with reconciliation of banking transactions
- Follow up of clients' accounts
- Writing, submission and filing of reports

What we are looking for:

- Bachelor in Banking or Finance
- 0 to 2 years of experience in related fields
- Ability to commute to the North

Additional competencies that might work in your favour:

- Attentive and organised
- Proactive and self-motivated
- Team player and client oriented
- Good oral and written communication skills (English and French)
- Computer literate