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# Example of CIB-Middle Office Job Description

Our innovative and growing company is searching for experienced candidates for the position of cib-middle office. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for cib-middle office

* Be an integral part of the Middle Office Management Team
* Build strong relationships with Hubs with a view to partnering to deliver operational change to maximise client experience
* Build strong relationships with clients and become a trusted partner who understands the clients business drivers so that client experience is enhanced
* Build a strong team through talent succession and training
* Provide a first class service to JP Morgans clients by taking complete ownership of the end to end client and manage the clients well around operational tasks
* Manage and prepare client and internal MI
* Work closely with Client Service on the outstanding actions on issues logs and influence positive outcomes
* Act as escalation point to resolve issues
* Help senior management team achieve site goals
* Work with Product, Technology & Hubs to deliver change

## Qualifications for cib-middle office

* Proven track record in business process improvement related project delivery
* Understanding of credit derivative products and 2003 and 2014 ISDA Credit definitions (Desirable)
* Flexible approach to undertake MO projects
* French and or German language skills would be considered highly desirable
* Trade Settlement Knowledge
* Business level of oral & written communication both in Japanese and English