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# Example of Corporate Actions Specialist Job Description

Our company is looking for a corporate actions specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for corporate actions specialist

* Possess excellent verbal and written skills are a must as direct daily contact with customers, depositories and transfer agents is an integral part of the position
* Scrubbing Announcements from Market Data Vendors, Company Information, and Depositories and Agents
* Input information into Corporate Action platform for Income and Mandatory Actions
* Identify complex events and communicate to team members
* Processing of Class Action suits
* Process all voluntary and mandatory corporate action transactions
* Establish and maintain master security files on trust accounting system as needed
* Serve as liaison with class actions external partner to file claims for class action settlement proceeds
* Process income on ordinary and ADR shares of non-US securities in a timely, accurate and complete manner
* Process all transactions related to assets held away from bank

## Qualifications for corporate actions specialist

* Undertake business analyst tasks as part of the project lifecycle including the development of process maps, business requirement documents, functional specifications, test and business migration plans
* Participation in the creation and maintenance of overall current state and future state process flows and operating models
* Participate in project and resource planning
* Work with project managers, product and IT and have input into strategic roadmap planning
* Develop a good working relationship with clients/users, partners, colleagues globally
* Actively work with the head of Professional Services to maximise the XSP EMEA return and profitability