



# Example of Analyst, Corporate Actions Job Description

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Our growing company is looking to fill the role of analyst, corporate actions. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for analyst, corporate actions

- Propose new programming solutions for automation of current tasks create new programs for adhoc requests
- Assist staff with technical issues on Mainframe or with Microsoft Applications
- Uses and maintains basic mainframe macros for data processing
- Proficient in Visual Studio applications including Visual Basic
- Provides user acceptance test (UAT) support for system enhancements
- Liaison with Computershare Technology Systems (CTS) for new development or resolution of any current system issues
- Develops and maintains project plans as required to support activities
- Participate in meetings with manager and various CTS resources to discuss on-going efforts and initiatives
- Lead meetings with business unit resources and Projects & Events Team to coordinate current activities
- Provide written status of completed tasks, current tasks, issues, and upcoming events

## Qualifications for analyst, corporate actions

- Corporate Actions operational expertise is required plus experience of using ISO15022 SWIFT MT564/5/6/7/8 messages ideally in an automated environment

- Remain abreast of relevant industry initiatives/developments in the area of EMEA Corporate Actions processing and to consider these initiatives as part of any change management programmes/projects
- 3+ years of Corporate Actions experience is required
- At least 3 years of working experience in Corporate Actions
- Willingness to work on public holidays is a must