



Example of Corporate Actions Specialist Job Description

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Our growing company is looking to fill the role of corporate actions specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for corporate actions specialist

- Understanding and enriching the data for optimized investment decisions
- Identify potential enhancements to asset service process
- Liaising with product managers to define the future strategy of the XSP products
- Agreeing and assisting with the creation of Business procedures/process
- Delivering training to business users
- Communicating and reporting effectively with all stakeholders, users and team members, providing regular reassurance regarding progress and taking control of potential conflicts of interest and priorities between business groups
- Creating test and migration plans orchestrating and executing these plans in conjunction with IT and users
- Constructively raising key issues and risks on projects particularly in regard to operational matters
- Make use of our main frame system corporate actions information from custodians, vendors and other related parties to allocate distributions to the appropriate client accounts
- Have regular contact with internal and external customers to solve problems and conduct research/special requests through the use of email, telephone and our internal inquiry system

Qualifications for corporate actions specialist

- Bachelor's Degree in Business, Finance, or related field, or the equivalent in industry work experience
- Minimum of 2-5 years Financial Services experience, Corporate Actions experience preferred
- Bachelor's degree in Economics, Finance or Business preferred
- 2-5 years of Corporate Actions experience is preferred, but not required
- Extremely detail oriented, ability to organize, prioritize tasks and work in a deadline oriented environment
- Control and coordinate the accurate and timely processing of various forms of complex and high risk corporate action notifications and responses