



Example of Corporate Actions Job Description

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Our growing company is searching for experienced candidates for the position of corporate actions. 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

- Create, maintain, and adhere to all Client-related Detailed Function Lists and Service Level Agreements
- Prioritize deliverables and delegate responsibilities where necessary
- Communicate effectively and efficiently across departments, with staff, with senior management, and with clients
- Facilitate the on-boarding of new clients and scope out additional services for current clients
- Play a lead role in shaping, planning and training the team
- Provide the portfolio management team with corporate action research materials to allow them to make the appropriate decisions
- Oversight of the outsource provider's corporate action processing, ensuring the service provided is in line with defined service level agreements
- Monitor and notify the investment teams of all company meetings and provide administrative support and processing for proxy voting activities
- Manage all aspects of the data in the enterprise data management system including the setup of securities, markets, brokers, charges
- Oversight of all processes and activities relative to the enterprise data management utility including ensuring the timely and accurate management of data feeds, data quality checks and the ownership and resolution of any data issues

Qualifications for corporate actions

- The candidate would need extensive working knowledge of managing complex and large inventory positions for corporate action and income events in EMEA markets
- The candidate would need experience of the intricacies of processing a corporate action for the stock lending world and OTC trades Exchange trades, SWAPs and CFDs
- As the role is at a GBM Supervisory level, there is a requirement to have completed all three exam modules of an Investment Operations Certificate (formerly IAQ) and attain the agreed exam requirement within 12 months of commencing the supervisor role
- Customer Service orientation is a must along with excellent writing and verbal communication skills
- Bachelors degree with more than 5 years of experience in related field, database management, data validation processes, quality control reporting