



Example of Corporate Actions Job Description

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Our growing company is hiring for a 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

- Be a Subject Matter Expert in Global Corporate Actions, Income and Tax with a full and detailed understanding of complex and unique processing
- The Corporate Actions department operates under significant time pressure throughout the day therefore candidates must be flexible in their approach to the daily start and end times
- Ownership of the ongoing development of the Rosa Platform to be the future Model for Corporate Actions process, including tactical and strategic change
- Monitor work load and work flow for the team and the CRC
- Act as an expert resource on all mandatory and voluntary offers processed in the Naperville processing center
- Assist to resolve any complex issues which may arise with the set up/processing/posting of offers
- Work on special projects / difficult issues as assigned by Manager
- Act as back-up for the other three TCs and the manager in the Naperville office
- Assist teams to resolve same day issues in order meet daily deadlines
- Oversee Control technician over mandatory process in India by ensuring proper processing of events, helps to addressing issues that are discovered, act as an escalation point for India issues, act as a resource for any processing questions, and ensure technician has all proper documentation completed

Qualifications for corporate actions

- Excellent relationship management skills, both with internal and external clients
- Candidates should possess a minimum of two years Investments / Securities or equivalent experience
- Oversee Control technician for Calls process in backup situations for India
- High school diploma or equivalent plus two years of work-related experience or college experience
- Knowledge of securities, and securities processing