

The European Investment Fund (EIF), is seeking to recruit for its Equity Investments & Guarantees/Front Office Business Support Division, at its headquarters in Luxembourg, a:

Data Integrity - Trainee

For a period of **five (5) months**

Context:

The Front Office Business Support (FOBS) team was created in October 2014 in order to provide value added services to the Front Office teams (Equity, Guarantees) and act as an intermediary between Front Office and other EIF services (e.g. Middle & Back office (MIBO).

The tasks assigned to FOBS are growing following the introduction of the Data Integrity Team responsible for taking all Front office data input into EIF systems. This includes certain data input and other analytical tasks, including cleaning up of data.

In this context, there are two distinct tasks that are related to supporting the daily operations of Front Office:

1. CRM development and implementation: Currently, EIF is developing a customer relationship management tool (CRM) to facilitate the end-customer information flow within the organisation.
2. Deal Flow management; FOBS, on behalf of FO treats and allocates deal flow, i.e. the flow of business proposals received by EIF. It is pertinent that FOBS allocates these proposals to the relevant FO teams in a timely manner.

Working in the FOBS team will allow the trainee to gain broad experience of the Front Office business at EIF. It will also allow the trainee to interact with other EIF services (MIBO, Risk, Compliance, etc.).

Overall objective:

The trainee is expected to contribute to the development of the CRM tool by the Data Integrity Team. Further, she/he will carry out business support and data integrity tasks that will help FOBS meet its objectives. The trainee will familiarise him/herself with the EIF Front Office structure, its business development activities and its products.

Responsibilities:

Under the guidance of a senior member of the team the trainee shall undertake the following tasks:

- Contribute to the DI team's effort of the development of the CRM tool;
- Deal with the creation of contacts and companies through the CRM application and ensure data quality in the EIF system;
- Assist the DI team to develop appropriate dashboards to follow CRM activities and provide relevant key information to management on EIF relations with external counterparties;
- Create in EIF systems new transactions in a timely manner, based on applications received from fund managers in a dedicated mailbox;
- Following guidance, ensure proper handling of straightforward incoming requests/questions from various stakeholders;
- Assist the EIF Data Integrity team in the general data cleaning exercise, to ensure data quality and consistency.

Expected outcome:

A solid understanding of EIF's business model with a particular view of Front Office activities.

Qualifications:

University degree (or on-going studies at advanced stage).

Competencies:

- Fluency in English; knowledge of further EU languages would be considered an asset;
- Good interpersonal skills;
- Ability to work productively;
- Demonstrate initiative, capability to work autonomously under given objectives and organise own work effectively even under time pressure;

- Demonstrate good communication skills;
- Ability to concentrate on results and deliverables.

Deadline for applications: 13 June 2018.

Please submit your application directly on our career website: <http://www.eif.org/jobs/>

Post reference number: 105148

* Due to high volume of applications, only candidates selected for interviews will be contacted.