

Job Specification

Job Title: Asset Data Specialist
Division: Operations Service Center
Full time / Part time: Full time
Location: Zurich

Rothschild & Co.

Rothschild & Co is one of the world's largest independent financial advisory groups. We offer a distinct perspective that makes a meaningful difference to our clients' business and wealth.

With a team of 2,800 talented financial services specialists on the ground in 40 countries across the world, we provide independent advice on M&A, strategy and financing, as well as investment and wealth management solutions to large institutions, families, individuals and governments. As a family-controlled business that has been at the centre of the world's financial markets for over 200 years, we can rely on an unrivalled network of specialists and are known for our track-record of outstanding execution in financial services.

Rothschild Private Wealth

For over 200 years, Rothschild's freedom to offer objective advice and our commitment to personal service have combined to shape and grow our private clients' wealth, building value for generations. Our dynamic growth and ambitious targets in relation to quality, innovation and reliability have created a need for the above mentioned role.

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Overview of Role

Management and pricing of financial instruments

Responsibilities

- Set up and maintenance of all types of financial instruments within Avaloq and ProDB
- Updates of asset data fields based on external and internal requirements
- Responsible for the correct pricing of the financial instruments; Price – and static data controls using SIX Financial Information and other sources
- Set up and maintenance of, but not limited to, currencies, special conditions on money accounts and interest curves
- Answering questions and solving problems related to asset data raised by internal stakeholders
- Participating in asset data management related projects
- Support of Securities Operations in trade confirmation matching, processing and settlement of stock-exchange transactions



Education and Qualifications

- Commercial degree, Apprenticeship or similar

Experience, Skills and Competencies Required

- Minimum 3-4 years' experience in asset data management
- Very good command of English and German (written and spoken),
- Knowledge of SIX Financial Information and other asset data sources
- Able to communicate clearly to internal and external counterparties
- Swift, reliable and exact working style
- Flexible team player with a “can-do” attitude
- Pro-active client service approach and willingness to take ownership of issues and resolve them independently
- Works at high quality standards and seeks continuous process development to increase efficiency and service improvement
- Principled, thoughtful and creative