

Fund Data Processing Administrator

TeleTrader d.o.o. is a software company specialized in stock market data and financial analysis, offering a broad portfolio of tools for the processing, visualization and analysis of stock market data. TeleTrader is a global company, active on the international market and headquartered in Vienna, Austria. It is part of baha Group, which develops its software in Belgrade, while selling its products globally across Europe, North America, and Asia.

TeleTrader is announcing the following vacancy within its **Fund Data Processing** department:
Fund Data Processing Administrator

Main Tasks:

- Collecting mutual fund data from various sources and executing manual data entry procedures
- Quality assurance of financial market data with focus on the mutual fund data:
 - analysis of data errors
 - correction of data errors
 - data cleaning
- Calculation and verification of financial figures
- Supporting other TeleTrader departments with data-related questions

Requirements:

- Strong computer skills and the ability to quickly learn an unfamiliar software and/or technology
- University degree (or final year students) or relevant experience in one of the following areas: Economics, Finance, Business
- Basic understanding of the financial markets, especially financial market data and various asset classes (stocks, bonds, funds, derivatives, etc.)
- Excellent MS Office skills (especially MS Excel)
- Strong research and analytical skills
- Ability to effectively communicate and cooperate with peers
- Fluent written and spoken English

What we offer:

- Work in an established company with market leadership
- Be part of an experienced and dynamic team
- Internal education
- Flexible working hours
- Professional physiotherapist (massage and exercises)
- Fully equipped gym in company premises
- Fruit and hot beverages for employees
- Private health insurance (upon 1.5 years of employment)
- Team-building and sports activities
- Employee discounts

Please send your application to hr@teletrader.com