

# Fund Data Processing Administrator

TeleTrader d.o.o. is part of baha Group, 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. As a global company, active on the international market and headquartered in Vienna, Austria, TeleTrader 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 TEAM** 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
- Manual data entry procedures
- 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 a young and dynamic team
- Solid work environment in a central location in Belgrade
- Performance-oriented payment
- Internal education
- Professional physiotherapist (massage and exercises)
- Full-time employment

Please send your application with the name of position you are applying for to [hr@teletrader.com](mailto:hr@teletrader.com)