

CACEIS is the asset servicing banking group of Crédit Agricole dedicated to institutional and corporate clients. Through offices across Europe, North America and Asia, CACEIS offers a broad range of services covering execution, clearing, depositary and custody, fund administration, middle office outsourcing, forex, securities lending, fund distribution support and issuer services.

With assets under custody of €2.5 trillion and assets under administration of €1.6 trillion, CACEIS is a European leader in asset servicing and one of the major players worldwide (figures as of 31 December 2016).

CACEIS wants to reinforce its Real Estate Team and is looking for his/her new:

REAL ESTATE ASSISTANT (M/F)

<i>Company:</i>	CACEIS Investor Services, CACEIS Bank Germany Branch
<i>Reference of the job offer:</i>	Perspektiv 2017-22271
<i>Business type:</i>	Economic and Financial Analysis
<i>Location:</i>	Frankfurt, Germany
<i>Contract type:</i>	VIE Programme
<i>Fixed-term contract:</i>	24 months
<i>Expected start date:</i>	01/09/2017
<i>Management position:</i>	No

JOB DESCRIPTION

Part of the depositary activity, the real estate department of Caceis provides administration and record-keeping services for real estate and alternative investments funds. Due to the significant growth of our activity, following both new regulations and inflow of new customers, we are looking for a VIE to join our team.

Your main missions will be:

- Controlling and checking: verification of the activity and accountings of the funds, control and confirmation of NAV (daily, monthly and yearly, depending of the fund) via dedicated tools ;
- Cash monitoring: follow-up of both internal and third party accounts, and control of transactions ;
- Migration and record keeping: take part in the compilation of incoming clients' documents and contracts and keep the logs and database updated ;
- Projects and development: optimization of processes and realization of new tools.

PROFILE

- Minimal education level: Postgraduate degree – MA/MSc/PhD/Doctorate or equivalent
- Academic qualification: Business School, University
 - Speciality: Banking, finance
- Level of minimal experience: 0 – 2 years



- Experience: first experience in bank would be a plus
- Required skills: Hard skills
 - Real Estate background is a plus.
- Required skills: Soft skills
 - Team spirit ;
 - Persevering ;
 - Analytic mindset ;
 - Integration and adaptation skills.
- Technical skills required:
 - Pack Office, SQL, VBA is a plus
- Languages:
 - English: fluent

FURTHER INFORMATION

- *Contract:* V.I.E. (Volontariat International en Entreprise)

The VIE contract in short: According Business France's eligibility conditions, the Volontariat International en Entreprise (VIE) is an assignment in a French company operating overseas for professionals between the age of 18 and 28 who are European Union nationals.

IMPORTANT:

To apply, you need to meet the conditions mentioned above. If not, your application will not be selected. If you are eligible, join your CV and a cover letter in English – and mention: your age and nationality. For further information about the eligibility conditions to this programme, we invite you to go to Business France website: www.civiweb.com.

- ⇒ Should you be interested in this position, please send your full application details using this link:
<https://www.groupecreditagricole.jobs/Les-offres-du-groupe-credit-agricole-S.A/?offerId=22271&idOrigine=502&LCID=2057>

Important: Please mention the reference « **Perspektiv 2017-22271** »

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For any question, please contact us using the details below:

