



Middle Office Corporate Actions Officer

Location: Brussels

Do you want to start an ambitious and challenging career?

Would you like to work in an exciting and fun environment?

Do you thrive in work environments that push you to be your best?

Taleo Consulting is a management consulting group with offices in Luxembourg, Paris, Brussels, Amsterdam, Geneva, Zurich, Barcelona, Singapore, and Lisbon.

As a young and growing company, we now count over 500 employees across our 9 international offices! Our activities are primarily focused in finance, life science, retail, and energy.

What will you do?

We believe that we grow as our people grow. Motivated professionals make a difference. Not just for themselves, but also for our customers.

We are looking for people who share our corporate values among our local and international networks and promote close relationships with our customers and internal teams. Taleo's success depends on the talent of its employees, therefore we are looking for an enthusiastic

Middle Office Corporate Actions Officer:

To reinforce our Corporate Actions team, we are looking for an experienced profile with proficient background in the E-E Corporate Actions processing.

This implies:

Set-up: Responsible to set-up Corporate Events in our Portfolio Management System (Aladdin) based on market data received from external parties (Data vendors, custodians,...)

Processing: Processing of all types of events (mandatory & voluntary) which implies processing the event in our PMS, sending out instructions to external parties such as agents and custodians,...

Liaising with all relevant stakeholders (portfolio managers, custodians, agents,...)

Settlement: Follow-up on the settlement (cash/securities).

How do we imagine our future Middle Office Corporate Actions Officer?

- Good knowledge of all types of Corporate events (mandatory & voluntary)



- Proficient experience in processing Corporate Events, from set-up till settlement
- Good knowledge and good experience in Operations (Back and Middle-Office) at an Asset Management required
- Efficient, result-oriented, analytical, pragmatic and rigorous, positive mindset
- Good level English
- Stress-resistant, detail oriented, able to work and deliver within the pre-defined deadlines

We hire great people and give them the playing field to become awesome!

Rather than a diploma or extensive experience, it's your state of mind that will allow you to reach your potential and meet the target with Taleo!

Why should you join us?

You will be part of a talented and dynamic team! You will be able to benefit from career advancement and have the possibility to develop international and long-lasting work relationships.

If these words resonate with you and you identify with this description, send us your CV! We will be delighted to meet you.

