

Distribution Executive

Introducing Carmignac

The successful candidate will be joining the Data Office division of Carmignac, an independent financial asset management company founded in 1989. Our values are at the heart of our identity and define our daily behaviour: Independence, Team Spirit, Courage, Accountability.

We are partners actively committed to our clients, transparent in our investment decisions and always assuming our responsibilities. With capital entirely owned by its employees, Carmignac is one of the European leaders in asset management and operates from 7 different offices.

Today, and always, we are committed to giving the best of ourselves to actively manage our clients' savings over the long term.

Introducing Distribution & Client Operations

- The **Distribution & Client Operations department** is based in Luxembourg and operates at company-level. It is currently comprised of 7 staff.
- The department is responsible for supervising and carrying out:
 - **Client Operations**: processing daily flows and rebates, producing the daily senior management reporting and cash flows reports, act as a coordinator for the management company operations with their providers
 - **Distribution Operations**:
 - Responsible for the performance of AML/KYC duties/oversight and monitoring of the distribution network,
 - Data dissemination production: designing/ensuring the timely production and delivery of reliable data reports; carrying out data maintenance activities on some data sets.
 - contributing to the consistency and re-usability/to raising the company standards in terms of data quality, data availability and adequacy in relation with key stakeholders (Data Owners, Data Office, IT, Product teams).

To reinforce our distribution team, we are looking for a ***Distribution Executive*** to take up the following challenges and responsibilities:

Main responsibilities

- Providing senior expertise on AML and KYC matters/requirements, with a sound understanding of the regulations at stake, what it represents, how it can be successfully processed with our distributor's base
- Providing assistance and guidance to our sales team for collection of required documentation at onboarding and recertification,

- Managing the AML and KYC implementation of the lifecycle of distributor 'onboarding and annual recertifications, coordination with our external provider for collection of the Due Diligence Questionnaires,
- Daily production of the uComply screening alerts
- Contributing to TA oversight activities (due diligence and direct investors oversight)
- Proposing and driving the implementation of operational improvements, coordinating internal teams, participating in change projects

Qualifications & Experience

- Master or equivalent, in Law, economy or equivalent
- Any business certification or industry training certification would be an advantage
- Sound understanding and practice of AML and KYC regulations
- experience in the asset management industry is an asset

Soft skills and mindset

- Initiative-taker with a solution-driven mindset and ability to challenge the status quo
- Eagerness to learn and explore new opportunities to leverage data for the success of the company and its customers
- Communication skills, writing skills, ability to adapt to audience
- Collaboration & team spirit, client focus
- English speaker, French good to have, any additional language is an asset