

## ***Data Delivery 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 Carmignac 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 client data delivery activity, our team is looking for a ***Data Delivery Executive*** to take up the following challenges and responsibilities:

#### **Main responsibilities**

- Become a subject matter expert on funds and products data to ensure great service towards our internal and external clients, managing expectations and our responses with a client focus and result-driven mindset
- Participate at requirement gathering sessions and document business and technical requirements.

- Extract, analyse and visualize data, document, and communicate results and insights to enable effective data-driven output
- Demonstrated ability to convert complex data and findings into understandable tables, graphs, and written reports for a varied audience.
- Managing the implementation lifecycle of reports, including analysis, design, initial setup, testing & validation, ongoing maintenance in line with best practices (high quality, automation as a focus, quality control and 4 eyes principles)
- Work in partnership with the various stakeholders (information technology, performance analyst and portfolio controller, sales team...) in delivering initiatives and production
- Contributing to the Data Governance, through data stewardship activities

#### **Qualifications & Experience**

- Master or equivalent, in financial markets, economy or business management
- Sound understanding of financial markets and financial instruments
- Demonstrates high level of attention to detail
- Demonstrates above-average accuracy and performance
- Experience in the financial industry, experience in the asset management industry is an asset
- Experience with reporting processes
- Ability to navigate through data sets and query data sources in a way that meets client requirements and in accordance with data and technology policies
- Ability to establish specifications and interact with IT, carrying out and/or specifying data processing activities
- At least intermediate proficiency with SQL

#### **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
- Analytical skills
- English speaker, French good to have, any additional language is an asset