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Reference Data Analyst

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Company: JPMorgan Chase & Co.

Location: Buenos Aires

Category: computer-and-mathematical

. Morgan is a leading global investment bank with one of the largest client bases in the world. This role is with the Document Management Operations group – Wholesale Payments line of business. The role requires the candidate to perform account opening/product set up document packages and review and indexing of executed documentation within JP Morgan systems. The role will also involve working on several regulatory projects (example: transfer of clients from one legal entity to another, and data migration projects).

Role Description

The team name is Documentation Management Operations.

Identify issues and co-ordinate with the relevant functions internally for prompt resolution on disputed points within set time-frame parameters

Working with key partners in legal, business, operations and technology, contribute towards the development of an efficient operating framework

Working closely with business stakeholders in various locations and global document management team in India, US and UK.

Productivity and Quality will be the measure of performance for this role. Producing good quality work is therefore paramount to the success of the candidate in the organization.

Qualifications

Proficiency in MS office is a must.

Advanced English skills

Strong verbal and written communication skills.

'Working to deadline' approach

Strong organizational skills

Graduated from Economics, Bachelor in business Administration or similar.

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