



Front Office Business Support

Location: Brussels.

This role consists in a continuous support role for the trading room and being the point of contact for traders/sales at one side and the IT at the other side.

Task :

- **Maintenance of the front end of the software**
- **new users set up**
- **managing of users rights**
- **update and filter of the tables needed by the Front Office**
- **problem solving**
- **generally answer the demands of the various agents**
- **Interface between the Front Office and the other departments (Finance, Back Office, IT...)**
- **Involvement in all projects that touch on Investment Banking**
- **Management of Databases**
- **Middle-man between the Front – and Middle/Back Office.**

Profile:

- **Analytical thinker**
- **Knowledge of Microsoft Office – and good knowledge of Microsoft Access**
- **Good communication skills**
- **Languages: a good level of English(written and spoken) is mandatory. Knowledge of French and/or Dutch is considered an asset.**
- **Knowledge of financial and IT products**
- **Education: Higher education diploma is required**
- **Experience is a plus**

For more information or to apply, please send your CV to stefan.schippers@beep.be