

## **Middle & Back Office Support**

**Location: Brussels.**

**This role consists in a continuous support role for the Middle and Back Office and being the point of contact for both users and the IT.**

### **Task :**

- **Maintenance of the front end of the software**
- **new users set up**
- **managing of users rights**
- **problem solving**
- **generally answer the demands of the various agents**
- **Interface between the MO & BO and the IT**
- **Involvement in all projects that touch on Investment Banking**
- **Management of Databases**
- **Middle-man between the Middle/Back Office & Front Office & IT.**

### **Profile:**

- **Analytical thinker**
- **Knowledge of Microsoft Office – and good knowledge of Microsoft Access**
- **Good communication skills**
- **Languages: a good level of English, French and Dutch (written and spoken) is mandatory.**
- **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](mailto:stefan.schippers@beep.be)**