

## Sr Analyst, Partnership Services

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Company: Northern Trust

Location: Israel

Category: other-general

### About Northern Trust:

Northern Trust, a global company, is a globally recognized, award-winning financial institution that has been in continuous operation since .

Northern Trust is proud to provide innovative financial services and guidance to the world's most successful individuals, families, and institutions by remaining true to our enduring principles of service, expertise, and integrity. With more than 220 years of financial experience and over 22,000 partners, we serve the world's most sophisticated clients using leading technology and exceptional service.

### Description

The Partnership Servicing Group provides a third party fund administration service to numerous fund management companies covering the full range of shareholder servicing functions including dealing, registration, settlements, distributions, fees, and statements. The department is responsible for client and investor document management, processing and quality checking of transactions and maintaining the register of investors in response to investor instructions. The Senior Analyst is responsible for investor servicing as well as identifying and resolving inquiries within established guidelines. This is a position that will require industry experience and will report to a Supervisor within the PSG team.

### The key responsibilities of the role include:

Responsible for Client and Investor inquiries where meeting their service level requirements are a must.

Review, draft and send emails and client correspondence within the required time frames

Process a wide range of dealing transactions through internal systems, to regulatory and client standards with timeliness and accuracy

Performance quality control tasks related to assigned tasks

Identify and resolve inquiries within established guidelines

Complete archiving of investor and client documentation ensuring a full audit trail exists for subsequent retrieval

Able to research and resolve issues with little direction and assist with escalated client issues and client responses

Able to prioritize daily tasks and work queues to accurately meet client deliverables across team's client base; able to coordinate team to meet deliverables

Provide first level oversight of team queues and emails

Works effectively as a team member but also independently

## **Qualifications**

A College or University degree and years of industry work experience is required

Excellent written and verbal skills a must

Ability to multitask and prioritize work accordingly

Advanced Functional / Industry Knowledge is required

Analytical and problem solving skills are required

Can process between multiple systems

Ability to work in a fast paced changing environment

## **Working with Us:**

partner, greater achievements await. You will be part of a flexible and

collaborative work culture in an organization where financial strength and stability is an asset that emboldens us to explore new ideas.

Movement within the organization is encouraged, senior leaders are accessible, and you can take pride in working for a company committed to assisting the communities we serve! Join a workplace with a greater purpose.

We'd love to learn more about how your interests and experience could be a fit with one of the world's most admired and sustainable companies! Build your career with us and apply today.

### **Reasonable accommodation**

Working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation for any part of the employment process, please email our HR Service Center at .

We hope you're excited about the role and the opportunity to work with us. We value an inclusive workplace and understand flexibility means different things to different people. Apply today and talk to us about your flexible working requirements and together we can achieve greater.

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