

Job Description Sheet

Job title	Junior Research Analyst / Research Analyst
Team	EMEA Bond Indices
Location	Wroclaw or London, UK
Experience	0-1 Years experience in the investment banking
Job Duties	<p>Project Overview</p> <ul style="list-style-type: none"> Supporting Analyst within EMEA Bond Indices team <p>Main Duties</p> <ul style="list-style-type: none"> Maintaining indices database, ensuring data accuracy within database Monitor and control quality of indices & constituents on regular basis Ensure timely updates of constituents list updated as per index requirements Creating custom indices according to client needs Reviewing static and analytics data for index constituents
Qualification	Masters in Economics/Econometrics/Statistics
Skills Required	<ul style="list-style-type: none"> Good overall knowledge of Fixed Income Excellent Excel skills Very good communication skills as it requires cooperation with multiple process stakeholders from various locations Ability to work with large sets of data, attention to details Capable of meeting tight deadlines Bloomberg knowledge – an advantage

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