State Street

Job description
Regional Marketing Statement

Our Company

State Street Corporation (NYSE: STT) is the world’s leading provider of financial services to institutional investors including investment servicing, investment management and investment research and trading. With $28.5 trillion in assets under custody and administration and $2.4 trillion* in assets under management as of March 31, 2015, State Street operates globally in more than 100 geographic markets and employs 30,495 worldwide. For more information, visit State Street's website at www.statestreet.com.

Promoting a culture of excellence

With more than 30,495 employees across 29 countries, at State Street, our people are our greatest asset. We recognize that highly skilled, engaged and productive employees are essential to our success. Our company values reflect our commitment to employee engagement, Global Inclusion and corporate social responsibility — to help you build a fulfilling career. Around the world, we aim to be an employer of choice by offering competitive compensation and benefits, personal and professional development opportunities, and a work environment that promotes a diverse array of people, ideas and skills.

We’re a company that insists on, and rewards, performance excellence. We know our success hinges on attracting the best people to join us — people like you.

State Street supports flexible work arrangements where determined feasible, consistent with business and operational needs. Subject to an individualized assessment of these considerations, roles may be identified as potentially suited for a flexible work arrangement. Requests for a flexible work arrangement can be made upon hire. All employees at State Street have the ability to request flexible work arrangements, with the final decision based solely on business discretion and subject to management approval. More information is available here.

We encourage you to explore the possibilities that a career at State Street can offer you.

State Street is an Affirmative Action/Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, national origin, ancestry, ethnicity, age, disability, sexual orientation, gender, gender identity, citizenship, marital status, domestic partnership or civil union status, familial status, military and veteran status or other characteristics protected by applicable law.

Job Description

The Operations Processing Analyst Trainee will provide support to multiple business lines/areas and will typically be aligned with a specific business area, division or function. In this role, an incumbent will act as an operational support resource by performing a variety of operational tasks across functional areas.

Job Duties and Responsibilities

Through the use of existing, clearly defined procedures and in compliance with regulatory guidelines, incumbents are responsible for operational duties such as performing or processing transactions via State
Street or industry technology platforms as well as researching routine or tactical issues through interaction with team members, managers, and other internal groups. Other duties may include:

- Researching client inquiries
- Responding to standard internal client requests
- Identifying and researching problem transactions (i.e., data quality, processing, etc.) to assist in completing and documenting the resolution according to business unit standards. May also assist in communicating the resolution to appropriate parties
- Adhering to established operating, risk, and compliance controls and standard operating procedures
- During the course of normal day to day operation, be responsible for identifying any unusual or potentially suspicious transaction activity and must report and/or escalate in accordance with corporate policy and guidelines detailed in relevant operating procedures

Qualifications

- General interest in the financial services industry, and financial securities language (training to be provided)
- Minimum 10 hour commitment Monday through Friday during the semester, availability to work full-time over: Winter, Spring, and Summer breaks
- Proficient with the use of a PC with working knowledge of MS Office applications
- Able to prioritize assignments under tight deadlines
- Good organizational and interpersonal skills
- Detail oriented, reasoning, problem solving, and basic analytical skills
- Good written and verbal communications skills to effectively communicate with internal contacts
- Asks questions, checks for understanding, provides explanation clearly and concisely
- Works co-operatively with others to achieve team goals
- Builds stable and useful working relationships

Job Opening ID

116724

Location

Hadley, MA

Closing Statement

From LinkedIn: https://www.linkedin.com/jobs2/view/62931154?trk=eml-jymbii-organic-job-title&refId=8c54623d-2b25-41a8-b846-07bb6ad6c57a&midToken=AQFOszohJTL-bw
To apply to this position, follow the "apply now" link. To locate this position in our application page, please use the KEYWORD search functionality and insert either the State Street Job ID or the Location.