



Job Title: Trainee - Debt Services

Full/Part time

Job ID: 103571

Location: Luxembourg

The **European Investment Fund** is seeking to recruit for its **Debt Services Division, Middle, Information & Back Offices Department**, at its headquarters in **Luxembourg**, a

Trainee

For a period of 5 months to start as soon as possible.

Purpose:

The Trainee will complement the MIBO/DS administration in carrying out the daily duties, and will help free-up its capacity to take on board a higher number of urgent and significant undertakings led by the constant intensification of the MIBO/DS activity. More generally speaking, the Trainee will contribute to extend the mix of skills available within MIBO/DS, and foster its potential in dealing with existing as well as forthcoming challenges.

Key Responsibilities:

- Support keeping eFront updated with all necessary legal documentation and ensures that the information attached to each deal is correct and valid;
- Ensure completeness and common structure of deal binders;
- Support in reorganising and bringing up-to-date both MIBO/DS's online archive (Document Lifecycle Management (DLM)) and its physical archive;
- Check and correct MIBO/DS DLM entries in terms of adequate metadata and latest document version;
- Ensure that all the information stored in the various databases – i.e. waiver and amendments file, trainings tracker, etc. is maintained and up to date.

General Responsibilities:

- Work towards an adequate division coordination at all times while providing effective IT-based support;
- Comply with all EIF's policies, procedures and regulations and Code of Conduct;
- Undertake any other duties commensurate with this post, as directed by superiors;
- Maintain a high standard of service delivered to all people coming in contact with the office/division.

Expected Outcome:

Bringing up-to-date Guarantee and Securitisation deals legal documentation in eFront.
Checking the correctness and completeness of critical data in eFront (e.g. availability period),
and ensure completeness and common structure of deal binders.

Qualifications:

- University degree in Administration, Finance, Economics or any other relevant subjects;
- General knowledge of EIF's mission and activities;
- Awareness of markets and legal frameworks relevant to EIF business;
- Proficiency knowledge of MS Office tools (Word, Excel, Outlook);
- Good IT skills;
- Fluency in English. Additional knowledge of any other European language would be an asset.

Technical/Professional Knowledge & Skills required:

- Understanding of EIF's products/activities;
- Good financial and accounting background;
- Excellent IT skills: Excel (incl. VBA), data analysis, PowerPoint, Word;
- Prior experience in banking/finance and/or familiarity with budgeting processes would be a plus;
- Good knowledge of costing models such as Activity Based Costing model would also be an advantage.

Competencies:

- Flexibility and adaptability to change;
- Initiative and problem solving attitude;
- Team-player ability;
- Attention to detail and accuracy;
- Commitment to all given task, regardless of their nature;
- Eagerness to learn;
- Detail-focused;
- Ability to work efficiently and autonomously;
- Capacity to perform reliably and accurately under pressure.

Deadline for applications: 4th November 2016

Applications are accepted ONLY via our portal: <https://erecruitment.eib.org>

* Due to high volume of applications, only candidates selected for interviews will be contacted.