

# United Arab Emirates Jobs Expertini®

## V.I.E. Assistant Relationship Manager CSM - Retail & online banking - Dubai, United Arab Emirates

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Company: Jobs via eFinancialCareers

Location: Dubai

Category: healthcare-practitioners-and-technical

SGSS provides a full range of securities services that are adapted to the latest financial markets and regulatory trends: clearing services, custody and trustee services, retail custody services, liquidity management, fund administration and asset servicing, fund distribution and global issuer services.

Our clients are institutional investors (insurance companies, pension funds, governmental organizations and international organizations), asset managers, financial intermediaries (brokers, investments banks, private banks, commercial banks) and corporates.

The V.I.E. Assistant Relationship Manager CSM will:

- assist preparing client presentations/ prospect meetings (wording- editing, etc)

- help with call and meeting reports

- support to follow up on admin tasks related to our clients (class action - corporate action- document signature - Tax request)

- assist in the organization of trainings - demo

- follow up on NBI dashboard - invoicing

update and correction of the sales plan

follow up on unpaid invoices

support the client onboarding/ account opening, collecting documents from clients

Due to the VIE eligibility criteria a questionnaire will be provided. Please make sure to answer all the questions for an efficient analysis of your application.

### **Profile Required**

**PLEASE NOTE that since this program is primarily an international development program, candidates cannot apply to a VIE assignment in their own country of citizenship.**

**To facilitate the examination of your application by our English-speaking managers, we thank you for applying in English.**

Studies & experience:

Graduate with a Master degree from Business/Engineering School or University with a specialization in Finance

A previous experience in Project Management would be appreciated

Language skills:

Fluent in English (B2-C1)

French would be a plus

Technical, operational & Soft skills:

Proficient/Good command of MS Office (Excel and Powerpoint)

Good communication and presentation skills

Strong organizational, proactivity and follow-up skills

### **The VIE assignment in a nutshell**

This VIE in Dubai is to begin as soon as possible but you need to plan 3 months between your application date and the beginning of your VIE assignment. It will last 12 months.

In case a visa is necessary, please make sure your passport is valid up to 6 months after the end of the VIE contract to not delay your departure.

The VIE is a specific contract, under Business France's eligibility criteria, opened to candidates under 28 and from the member states of the European Economic Space. For further information (including your financial indemnities), please see [Mon VIE-VIA Business France](#). **Why join us**

As soon as you arrive, you will be integrated into our teams and will learn every day alongside our experts, who will support you in your tasks. Gradually, you will become more independent in your projects, making this experience a real career accelerator. You will also discover all the diversity of our businesses, in a sector that is constantly evolving and innovating.

At the end of your VIE, various opportunities could be offered to you, in France and abroad.

### **Business insight**

At Societe Generale, we are convinced that people are drivers of change, and that the world of tomorrow will be shaped by all their initiatives, from the smallest to the most ambitious.

Whether you're joining us for a period of months, years or your entire career, together we can have a positive impact on the future. Creating, daring, innovating and taking action are part of our DNA.

If you too want to be directly involved, grow in a stimulating and caring environment, feel useful on a daily basis and develop or strengthen your expertise, you will feel right at home with us!

### **Still hesitating**

You should know that our employees can dedicate several days per year to solidarity actions during their working hours, including sponsoring people struggling with their orientation or professional integration, participating in the financial education of young apprentices, and sharing their skills with charities. There are many ways to get involved.

We are **equal opportunities employer** and we are proud to make diversity a strength for our company. Societe Generale is committed to recognizing and **promoting all talents**, regardless of their beliefs, age, disability, parental status, ethnic origin, nationality, gender identity, sexual orientation, membership of a political, religious, trade union or minority organisation, or any other characteristic that could be subject to discrimination.

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