



FINANCIAL LANGUAGE ANALYST - DAS (Spanish Speaker) **FACTSET**



Department: FactSet Source Documents/Capital Structure – DAS : www.factset.com

We are currently looking for Spanish speaker working at our new office in the center of Riga to expand our non-English products of both present and historical financial information.

Specialists with foreign language skills are involved in our document acquisition process as well as data input activities of the relevant financial information. The

employee will receive a full training, as well as gain familiarity with financial concepts and terminology. We are offering a competitive compensation package, including private health-insurance and free lunch.

Job responsibilities:

- Obtaining financial information via web research and direct company contact about new issues;
- Requesting and collecting financial documents from various global sources;
- Assisting in converting this information into formats usable for FactSet's in house applications;
- Classifying and processing documents in FactSet systems;
- Creating and updating data records in FactSet systems by extracting key metadata from documents;
- Quality assurance processing of data and documents;
- Applying language skills in daily internal and external communication – both written and spoken.

Required skills:

- **Native or close to native level of Spanish in addition to fluency in English**;
- Good communications skills written and oral;
- Good knowledge of the Microsoft Office package;
- Good level of computer literacy and web-searching skills;
- Ambitious and enthusiastic;

- Resourceful, strong initiative and a team player;
- Commitment to details.

Desirable skills:

- Knowledge of financial statements and financial terminology;
- Experience handling financial content;
- Strong interest in financial and corporate markets.

Send your an application letter and your CV in English to: riga_admin@factset.com with copy to eures.nordicos@sepe.es Subject: EURES FAL-DAS

Dead line: November 4th, 2017.