



FINANCIAL LANGUAGE ANALYST (Spanish & Portuguese Speaker) **FACTSET**



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

Location: Riga, Latvia

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

Declarable stakes research describes significant holdings and directors' holdings in public companies that appear in public sources. The employee will receive 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:

- Maintain full coverage of stakes ownership, so that no company within the assigned universe of companies remains un-researched more than 30 days;
- Process all disclosures of ownership changes within the assigned universe daily;
- Keep the coverage up to date; daily updates mainly based on shareholder's ownership disclosures and between 1,000 and 3,000 periodic updates of ownership profiles per year, based on company reports or other public sources;
- Find all public data that is relevant for analyzing the ownership information and describing it to the client;
- Analyze the ownership data and describe the ownership to the client respecting the methodology
- Understand and being able to explain why ownership has been described in a specific way or why it has not been taken into account;
- Follow and document changes in disclosure rules and search for and document new sources for stakes related information;
- Execute quality assurance activity regarding ownership related information by analyzing data in the database and public data;

Required skills:

- **Native or native level** Spanish AND Portuguese in addition to fluency in English;
- Strong analytical skills, excellent research skills, good organizational skills;
- Very good written and oral communication skills;
- Ability to find, interpret and then integrate data quickly and accurately;
- A high level of autonomy is required (3-5 years at the University or equivalent level);
- Ability to produce data of excellent quality even when being under pressure.
- General economy and/or financial market knowledge preferred but not mandatory.

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- P&S

Dead line: November 4th, 2017.