

FRANKLIN TEMPLETON INVESTMENTS

JOB DESCRIPTION:

GRADUATE TRAINEE (OPERATIONS)

Candidate hired into the role will be deployed into various functions of Franklin Templeton Services which is one of the major operations arms of Franklin Templeton services. The candidates will get trained and deployed to work in various financial process like Global Trade Operations, Corporate Actions, Net Asset Value Calculations, Treasury Accounting and Fund Control Operations.

The ideal candidate is expected to be proficient in fundamental of financial markets with strong accounting skills.

Required Skills Sets:

- A good academic background.
- Excellent proficiency in English Language.
- Good analytical skills and ability to work on different projects/different teams.
- High level of attention to detail.
- Good knowledge of financial products like Equities, Derivatives, Options etc.
- Knowledge of office application like MS Excel, MS Word and PowerPoint will be an added advantage.

Required Soft Skills:

- Highly committed and self-motivated.
- Demonstrates willingness to take ownership for role responsibilities.
- High regard for attention to detail and accuracy.
- Ability to work to tight deadlines.
- Proactive in identifying process improvements.
- Demonstrates strong interpersonal and communication skills.

➤ **Campus visit date: 24th Oct 2017**

➤ **Time of visit: 10:00AM**

➤ **No. of Panel from Franklin Templeton: 6 Members**

➤ **Streams: MBA**

Details required from college:

- Mailing address – Campus hiring event/location

- Share the list of eligible students with details – Enclosed tracker

Campus Hiring – Days schedule:

GTP HIRING - DAY PLANNER		
Timing	Stream	Task
10:00 AM - 11:00 AM	MBA	Pre-placement Presentation
11:00 AM - 11:30 AM	MBA	Students assemble at respective rooms for test
11:30 AM - 1:00 PM	MBA	Online Test (English, Logical Aptitude & Accountanc
1:00PM - 1:30PM	MBA	Test result Announcement
1:30 PM - 2:00 PM	MBA	Lunch (Panel)
2:00 PM Onwards	<u>MBA</u>	Panel Interviews of the shortlisted candidates