



Details			
Department/ Division:	ISA	Sub-Department Name:	All
Functional Job Title:	Associate 1		
Job Code:			
Requisition ID:			
Reports To:	Manager		
Job Location:	Hyderabad \ Bangalore		
Shift Type:	US Shift	Shift Timings: 24 / 7	
Role:	Full Time		

Company Overview
<p>State Street Corporation (NYSE: STT) is the world's leading provider of financial services to institutional investors including investment servicing, investment management and investment research and trading. With \$28.40 trillion in assets under custody and administration and \$2.48 trillion in assets under management as of June 30, 2014, State Street operates globally in more than 100 geographic markets and employs 29,420 worldwide. For more information, visit State Street's website at www.statestreet.com. Promoting a culture of excellence</p> <p>With more than 29,420 employees across 29 countries, at State Street, our people are our greatest asset. We recognize that highly skilled, engaged and productive employees are essential to our success. Our company values reflect our commitment to employee engagement, Global Inclusion and corporate social responsibility - to help you build a fulfilling career. Around the world, we aim to be an employer of choice by offering competitive compensation and benefits, personal and professional development opportunities, and a work environment that promotes a diverse array of people, ideas and skills. We're a company that insists on, and rewards, performance excellence. We know our success hinges on attracting the best people to join us - people like you.</p> <p>State Street supports flexible work arrangements where determined feasible, consistent with business and operational needs. Subject to an individualized assessment of these considerations, roles may be identified as potentially suited for a flexible work arrangement. Requests for a flexible work arrangement can be made upon hire. All employees at State Street have the ability to request flexible work arrangements, with the final decision based solely on business discretion and subject to management approval. More information is available here. We encourage you to explore the possibilities that a career at State Street can offer you.</p> <p>State Street is an Equal Opportunity Employer, and prohibits discrimination against applicants or employees on the basis of any legally protected characteristic.</p>

Roles and Responsibilities (list the primary job duties and responsibilities)

- Performs in a variety of functions and activities for assigned group
- Responsible for identifying and resolving problems within established guidelines;
- Develops timely and accurate responses to ensure the needs of the group are being met
- Maintain a controlled operating environment that complies with operational standard operating procedures
- Performs all duties in accordance with prescribed regulatory compliance guidelines
- Works effectively as a team member but also independently
- Working towards becoming proficient in all areas of the job
- During the course of normal day-to-day operation, responsible for identifying any unusual or potentially suspicious transaction activity and reporting and/or escalating in accordance with corporate policy and guidelines detailed in relevant operating procedures.

Skill Sets (state "must to have" skill sets required to perform the day to day tasks) -

Mandatory Process Skills Sets:

• Fund Accounting	• Transaction Processing & Management
• Choose an item.	• Choose an item.
• Choose an item.	• Choose an item.
• Choose an item.	• Choose an item.
• Choose an item.	• Choose an item.

Mandatory Soft & Technical Skill Sets:

• Excellent Communication Skills	• Problem Solving Skills
• Choose an item.	• Choose an item.
• Choose an item.	• Choose an item.
• Choose an item.	• Choose an item.
• Choose an item.	• Choose an item.

Additional Skill Sets:

- Demonstrated ability to meet deadlines and possess strong problem solving and resolution skills.
- Some understanding of financial services and investment products.
- Strong attention to detail and a focus on service.
- Strong PC skills, specifically Excel skills (Intermediate)
- Strong written and verbal communication skills
- Ability to prioritize multiple responsibilities to meet internal and industry deadlines.
- Strong problem resolution skills
- Ability to work well in a fast paced, high volume atmosphere

Education & Experience (State the minimum qualifications & experience required to successfully perform the job, qualifications that are necessary for someone to be considered for the position)

**Education Requirements:**

- Novice to Competent with a Bachelor \ Master degree (B.com, BBA, M.com)
- Proficient with Microsoft Office Products (Excel, Word)
- Location: Hyderabad \ Bangalore
- Excellent communication, organization, interpersonal planning, and analytical skills
- Deadline and detail oriented

Experience Requirements:

- Knowledge of securities language, Mutual Fund & General Ledger.
- Good interpersonal and organizational skills.
- Some understanding of Custody and/or Fund Accounting.
- Demonstrated computer proficiency and working knowledge of various software applications.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.