

The Swiss Life Group is a leading international life and pension specialist and financial solutions provider. We support our customers to face their future with confidence.

Swiss Life (Luxembourg) S. A. belongs to Swiss Life International Division and offers global, innovative life insurance and pension solutions for multinational companies, high net worth individuals, foreign and local clients. We are currently looking for an:

Investment Services Officer (m/f) - CDD

Your Role

This role requires that you assist the Senior Investment Services Officer with all aspects of Swiss Life's policyholder life assurance contract valuation. It means that you will have to:

- Manage incoming portfolio valuation statements and ensure that all net asset values are recorded into our portfolio valuation suite
- Recalculate client contract net asset value per share as and when required
- Process surrenders, partial surrenders and switch requests within our internal valuation systems
- Initiate and follow through on payment transfer instructions
- Perform monthly reconciliations of funds units and fee type transactions
- Play an active and important role during our monthly and quarterly valuation closing process
- Adhere to challenging financial processing deadlines

Your Profile

- Bachelor degree in accounting, administration or economics (min Bac+3)
- 2 to 3 years' accounting or back office experience in a similar life assurance background
- Understanding of life assurance, the accounting process and issues associated
- Excellent organization skills
- Strong technical computer literacy is essential, in particular Excel. Skills in MS Access would be considered a benefit
- Good interpersonal skills to ensure effective communication with our internal clients and external partners
- Results oriented, self motivated while not being afraid of hard work
- A good command of French and English, both written and oral. Additional languages would be considered a benefit

Our Offer

- A 12-months contract with a varied work in a convivial, human-sized environment, within a motivated and multicultural team
- A company culture characterized by its openness, clarity, proximity and the expertise of its employees
- An attractive remuneration package, including extra-legal advantages such as luncheon vouchers, supplementary pension scheme and health insurance

What about building our futures together, with enthusiasm and engagement!

If you want to help us serve with passion our customers and contribute to their peace of mind, if you are looking for challenging and fulfilling opportunities and if your skills meet our requirements, please send your resume and cover letter with the following ref. "Invest_Off" to jobs@swisslife.com