



TRAINEE – CORPORATE ACTIONS DEPARTMENT

Banque Havilland, a well-established wealth management group, offers services to both private and institutional clients, who can benefit from the advantages of a robust banking platform located across seven financial centres. The Bank is committed to providing clients with a highly personal and professional service in all aspects of its operations. The success of this strategy is ensured through our team of highly dedicated employees who contribute to a strong service and client oriented culture.

We are currently looking for a **Trainee in the Corporate Actions department** to join our bank in Luxembourg.

Key responsibilities

- Booking of coupons and dividends;
- Booking and monitoring of Corporate Actions like mergers, split, conversions etc.;
- Creation of securities in the database;
- Pricing of securities;

Requirements

- Excellent command of written and spoken English;
- Good communication, presentation and interpersonal skills;
- Be available for 6 months with an internship agreement provided by the educational institution;

The internship is remunerated and the position is available immediately. This is a unique opportunity for a candidate with the right spirit and motivation to learn and who is looking to acquire work experience in the banking sector.

If you are interested in taking this opportunity, please send your application (cover letter, CV) to the following e-mail address: **careerbh@banquehavilland.com**.

Only shortlisted candidates will be contacted by our HR team.

The personal information you provide in your internship application will be treated confidentially at all times and will be processed in accordance with the applicable data protection law, in particular the General Data Protection Regulation (GDPR).

In compliance with the law of 23rd July 2016, the selected candidate will be requested to provide a criminal record (section 3).

We are an equal opportunity employer, who believes that diversity is good for our people and our business. As such, we welcome applications from candidates without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability.