



Corporate Coverage Trainee - BNP Paribas

BNP Paribas is a key player in international banking, has a presence in 63 countries, with more than 183,000 employees, including nearly 145,000 in Europe. The Group supports all its customers - individuals, associations, entrepreneurs, SMEs and institutions. BNP Paribas has 200 years history in Europe and a firm position in Hungary for 30 years. In its Corporate & Institutional Banking BNP Paribas also enjoys strong positions in the Central Europe region, with branch offices in five countries (Hungary, Czech Republic, Romania, Bulgaria and Greece), serving nine countries.

The position provides an excellent job opportunity to gain experiences and to make practical use of your knowledge in our multinational and dynamic environment with professional staff.

Job Summary: Reports directly to the Regional Pilot banker. Supports the Relationship Management of Corporate Coverage pilot clients through contributing to the respective commercial, credit and compliance processes. Develops understanding of internal tools and applications and ensures administrative tasks are fully performed.

What you will do:

- **Compliance:** Ensure that account maintenance, Know Your Client (KYC) recertification, on-boarding of new clients and entities are done in a timely fashion and in respect of all regulatory requirements, collaborate with Due Diligence and Compliance Officers and support contributor RMs in steering the KYC for their client portfolio.
- **Credit:** Active participation in the credit / Environment, Social, and Governance (ESG) reviews and coordinate the input from stakeholders to ensure reviews and transaction requests are processed in a timely manner prior to sign-off.
- **Commercial:** Contributes to the development of client relationships, support the commercial activity with the client and its foreign subsidiaries and support the team in transversal activities. Prepares briefing notes, 1-pagers to provide Corporate Group overview for client and prospect meetings, events. Supports (Network) Client Action Plan preparations.
- Provides regular and ad-hoc support in the administration of commercial activities using the internal tools (e.g. CRM+; MyClientDev; Cockpit, etc.):
 - Regular update and record keeping of commercial activities (e.g. client/prospect visits, call memos, new onboarding, account opening, etc.) on a regular basis
 - Regular review and systemic update of the pipeline of on-going transactions and potential new opportunities
 - Monitors the evolution of Client revenues, Risk-Weighted Asset (RWA) consumption, profitability (CVC) metrics
- Contributes to the organization and facilitates annual Client Action Plan / Network Client Action Plan sessions:
 - Ensures the involvement of all appropriate and relevant stakeholders
 - Coordinates the preparation, contributes to the relevant content and creation of the agenda
 - Contributes to the facilitation of the (N)CAP sessions, takes notes, distributes meeting minutes and follow-up key take-aways.

The position is for you if you have:

- On-going University / higher education study program preferably in Corporate Finance or Business Administration
- Fluency in English (written and oral)
- Basic financial literacy, and understanding of banking products and services
- Business minded attitude combined with attention to details
- Curious and positive mindset, have interest in the financial markets, enjoy having a diverse working day including numerical or administrative tasks, and some client interactions
- Good coordination and excellent communication skills
- IT, Computer literacy and user level proficiency in MS Office software (e.g. PowerPoint, Excel, Word, etc.)
- Ability to synthesize data, structure into information and apply to specific context

Why should you join us:

- flexible and supportive environment
- possibility to work in a multicultural team
- learning about the banking sector in a young and dynamic team
- real opportunity to gain valuable professional work experience

Starting date: as soon as possible

Working hours: 20 hours/week

If you satisfy the above criteria and are seeking a demanding career opportunity, please send your English and Hungarian CV, quoting "Trainee in Corporate Coverage" to applications.hu@bnpparibas.com Due to the General Data Protection Regulation valid from 25th May 2018 please note that we can only accept your application to that position if you attach the signed version of the BNPP Hungary Privacy Notice for Recruitment available at this link to your application via e-mail. We kindly ask you to read and complete it to acknowledge, and scan it.