

**Internet Securities Bulgaria Ltd.** (subsidiary of Euromoney Institutional Investor PLC) was founded in 1997 in Sofia, Bulgaria. The company is part of the ISI Emerging Markets group, now trading under the name EMIS, founded in 1994.

The company delivers hard-to-get information products to institutional customers around the world on subscription basis. Sofia office has grown to be the biggest office for the group with 200+ employees, hiring highly educated professionals to develop and support our main products.

**EMIS** is focused on delivering news, company, industry, financial, legal and macroeconomic information on emerging markets around the world through its flagship products EMIS Intelligence and EMIS Professional. EMIS clients include top investment banks, corporations, law firms, consultants, investment and insurance companies, universities and libraries, multilateral organizations, and others.

The **EMIS** Product team at **Internet Securities Bulgaria Ltd.** is currently looking for a:

## Information Specialist with Portuguese language

### The Role:

This role is responsible for maintenance and ensuring the quality of the company database, industry statistics, financial markets and macroeconomic information on EMIS for the products under your responsibility.

### Key Responsibilities:

- Maintenance and updating of the company database in the product(s) under your responsibility. Updating of company profiles according to the schedule based on the predefined criteria.
- Uploading, updating and quality control of financial statements.
- Where applicable, creation of company profiles and manual collection of financial statements.
- Preparing and following an annual and quarterly financials time-table for the respective products;
- Optimizing financials dataflow. Identifying possible gaps and delays. Proposing solutions for their resolution;
- Regular checking of the financial markets, making sure the information is accurate and up to date;
- Collaborate with regional or global product development teams, sales and customer support teams to ensure customer satisfaction and migration to future EMIS products.
- Coordinating actions with content management team in relation to data acquisition and contacts;
- Creating new content and suggesting functionality enhancements based on business and clients' needs;
- Supporting quality checks in beta and post-launch stages.

### Qualifications:

- Degree in Business Administration, Economics, Accounting, Finance or related field;
- Excellent command of Portuguese;
- Excellent command of English;
- Excellent knowledge of Internet and Microsoft Office Excel;
- Good understanding of economic concepts and financial statement reporting formats;
- Understanding of industry and macroeconomic statistics;
- Knowledge of the stock market and the top companies in the region is considered a plus.

***Skills, knowledge and abilities:***

- Rigorous attention to details;
- Well informed, analytical thinking during problem solving;
- Able to search for hard-to-find information;
- Ability to work well in a team;
- Strong organizational skills;
- Independent and be able to work under pressure and within tight schedules;
- Willingness to develop yourself especially in the fields of financial analysis and reporting.

***We offer:***

- Temporary placement on a maternity cover contract that will have a duration of approximately one year;
- Excellent working environment at an international company, combined with career development opportunities;
- Excellent remuneration package, including social benefits;
- Work-life balance;
- Ability to work and collaborate, share knowledge and experience with many professionals within the company.

***How to apply:***

If you are looking for the different opportunity, excellent work environment or it just sounds great, please, do not hesitate to send your professional CV in English to [bg\\_HR@emis.com](mailto:bg_HR@emis.com).

All job applicants will be treated with strict confidentiality. Only short-listed candidates will be contacted.