

Internet Securities Bulgaria Ltd. was founded in 1997 in Sofia, Bulgaria. The company is part of **Euromoney Institutional Investor PLC**, a part of Daily Mail & General Trust group (DMGT) – one of the largest media companies in the United Kingdom. The company delivers hard-to-get information products covering more than 100 developed and emerging markets to institutional customers around the world on subscription basis. The Sofia office has grown to be the biggest office for the group, hiring highly educated professionals who develop and support our main products.

Investment opportunities are everywhere. Brazil. Turkey. Central Europe. Asia. Latin America. Innovations are changing the world, and new markets are emerging every day. But it's a big world. How do you receive the information you need to make intelligent investment decisions? And more important, does the information reach you in time to take advantage of an emerging market opportunity, or does it come too late? EMIS reports on emerging markets worldwide, covering the areas of the world you want to know about.

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

Information Specialist with Spanish 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 Spanish;
- 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:

- 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**.

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