



Recruiter	ISI Emerging Markets Group (through its local subsidiary in Internet Securities Bulgaria Ltd)
Location	Sofia, Bulgaria
Package	Negotiable Salary + OTE Bonus
Closes	30 September 2018
Contact	Kapka Mircheva HR Officer <a href="mailto:bg_HR@emis.com">bg_HR@emis.com</a>
Job Discipline	Information Specialist
Work Experience Level	Specialist
Contract	Permanent

## Information Specialist with Spanish language

### Sofia, Bulgaria | Permanent contract

Internet Securities Bulgaria Ltd. (part of ISI Emerging Markets Group) was founded in 1997 in Sofia, Bulgaria.

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

EMIS is a web based product, focused on delivering news, company, industry, financial, legal and macroeconomic information on emerging markets around the world. Our clients include top investment banks, corporations, law firms, consultants, investment and insurance companies, universities and libraries, multilateral organizations, and others.

#### **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
- Preferable working hours from 11am. to 19pm.

**How to apply:**

If you are looking for the different opportunity, together with interesting and challenging projects, please, do not hesitate to send your CV in English. Only short-listed candidates will be contacted and invited for an interview.

By applying for this vacancy you expressly make the following representations and warranties and give your consents as described below:

Internet Securities Bulgaria Ltd collects your personal data for the purposes of managing Internet Securities Bulgaria Ltd's recruitment related activities as well as for organizational planning purposes globally. Consequently, Internet Securities Bulgaria Ltd may use your personal data in relation to the evaluation and selection of applicants including for example setting up and conducting interviews and tests, evaluating and



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assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment.

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