

JOB DESCRIPTION - TRAINEE CONTENT ANALYST (LANGUAGE SPECIALIST)

ROLE PURPOSE

- Responsible for database administration and sourcing of exchange and contributed data.
- Working with other staff, begin to own the contributor relationship between Thomson Reuters and the local exchange, contributor or data supplier for day to day operations.
- Ensuring that relevant information is maintained and delivered in an accurate and timely manner.
- The position is within Data Operations which supports data across Thomson Reuters products and services.

RESPONSIBILITIES

- Process and maintain data accurately and in a timely manner onto databases using technical and financial knowledge.
- Communicate & liaise with internal and external departments for resolution of data queries.
- Developing expertise in data related issues. Build up knowledge of financial regulations and market practices/conventions in relevant markets.
- Maximize usage of available tools/support to best of advantage to maintain/improve content quality during daily operations.
- Ensure data quality, accuracy, timeliness and completeness per company standards for the covered product/market.
- Test new database/application releases where appropriate, providing expert user feedback.
- Support specific projects, as assigned by manager.

- Adhere to change control procedures, data operations standards and current data policies and procedures.
- Responsible for delivering high productivity and quality data.
- Proactively identify and resolve data problems.

SCOPE & IMPACT

- Provide accurate and timely data for Thomson Reuters products within defined metric criteria.
- Responsible for assigned market data within defined region.
- Works with project team members for projects of small to medium scope.
- Accountable for the quality of own work, delivered within agreed time-frames and quality standards.
- Quality of work is regularly reviewed by manager to ensure it is delivered within the parameters of timeliness, accuracy and completeness.
- Decisions taken are made within guidelines set by the manager.
- Receives direct guidance and supervision in day to day work.

TECHNICAL / PROFESSIONAL SKILLS & COMPETENCIES

- Effectively communicate both internally & externally.
- Proficiency in speaking and writing English.
- Proficiency in speaking, writing and translating (**Fluent in French**) is required and is responsible to cover the markets – (Specify which markets are to be covered by this LS). A minimum of B1 level should have been completed in the respective language.

- Should be able to work under pressure. There would be a need to over-stretch during the busy season to manage volumes.
- Understanding of Financial Markets Analytical and detail-oriented.
- Basic computer knowledge is mandatory, such as Microsoft Office.
- See Content Competencies on the Learning Link for additional information on expectations/knowledge requirements.

RELATIONSHIPS: INTERNAL / EXTERNAL

- Analysts need to liaise very closely with team members, Quality Analyst, with more senior team members within organization as well as helpdesk associates.
- Build relationships with sources and third party data providers.

Interested Candidates can send across their resume to – Yashwini.ganesh@thomsonreuters.com / Megaana.sharoon@thomsonreuters.com