If you have your first experience in banking or finance area, and would like to gain new experience in an international enviroment - we have perfect offer for you.

Currently for our client from banking sector, we are looking for client operations analyst.

Client Operations I Analyst

Nr ref.: 346/9/2026/AR/270601/jobs.pl Wrocław (dolnośląskie)

What you can expect from us?

- contract of employment via Randstad (temporary contract for 6 months , with the possibility for longer cooperation)
- hybryd work (1 day home office)
- available benefits such as medical care, sport card

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- serve as a point of contact for clients based in the US in case of upcoming market disruptions or procedural adjustments, detailing the direct operational impact on their assets and accounts
- email communication with clients
- proactively follow up to collect essential documentation and missing information from clients in a timely manner
- manage dedicated operational email inboxes, responding to queries from global and US-based institutional clients regarding active market events and compliance requirements
- review, verify, and process documentation provided by clients to ensure accuracy and regulatory/internal compliance
- track, update, and maintain client onboarding/readiness statuses using MS Excel

What we expect from you?

- experience in banking / finance area
- fluency in english
- experience in working with MS Excel
- high level in organizing day-to-day tasks and managing competing priorities.
- great organizational and time-management skills to navigate a fast-paced, multi-tasking environment
- outstanding written communication and interpersonal skills
- avaibility for a full-time job