



As fully-owned subsidiary of Erste Group Bank AG, Erste Asset Management GmbH coordinates and is responsible for all asset management activities of the Group. More than 390 employees develop and manage investment solutions for our investors. In total we currently manage assets of about EUR 62.5bn Euro across 7 different countries.

As fully-owned subsidiary of Erste Asset Management GmbH, SAI Erste Asset Management S.A. ("SAI Erste") is responsible for all asset management activities in Romania. SAI Erste develops and manages investment solutions for both retail and institutional investors. In total, we currently manage approximately EUR 1.1bn Euro assets for more than 82,000 investors, in eight mutual funds and a number of discretionary managed portfolios.

SAI Erste is currently looking for an employee in the **Legal & Compliance Compartment:**

**Job description:**

- Advice and information of all employees regarding relevant legal matters, as well as any significant legislative changes concerning the activity of the company.
- Proposal of measures in the event of violations of the company's internal procedures or the legal provisions governing the company's activity, as well as its managed entities.
- Support in all reporting dedicated to the Compliance function.
- Support in the periodic review of agreements signed with various counterparts.
- Support in amendment of all documents pertaining to the entities managed by the company.
- Support in maintenance of the mandatory registries of the company.
- Draft all corporate governance documents (resolutions, minutes, etc.).
- Cooperation with all the company departments to improve workflows.
- Draft and update the internal regulatory framework that is specific for the compliance function.
- Review of circumstances of non-compliance and gives opinions in writing.
- Responsibility regarding the registering with the Trade Register all statutory decisions of the company, in accordance with the regulations in force.
- Support in drafting responses to inquiries received from the individuals who exercise their rights under personal data protection laws.
- Support in the drafting of company procedures/policies/agreements/addenda that have an impact on the processing of personal data.
- Ongoing support for the activity performed by the authorized Legal & Compliance Officer.

**Job requirements:**

- Bachelor's degree in law or economics
- advanced knowledge of Microsoft Office (excel, power point)
- good knowledge of financial instruments and interest on financial markets
- communication skills and team spirit
- fluent in English
- **work experience within the financial services industry** is a plus.

**Our offer:**

- a friendly, respectful and innovative working environment
- a great opportunity to work in a challenging and international environment within a high-qualified team from 6 countries
- support for your personal and professional development

Did we raise your interest?

Please send your full application with CV and cover letter, exclusively via Mail to [office@erste-am.ro](mailto:office@erste-am.ro).