Company :	**HSBC**
Company Name :	**HSBC**
Nature Of Business :	**AMG Data Management**
Designation :	**Manager â€" Document Analytics**
Tentative Job Location :	Bangalore/India

HSBC Asset management group has a strong heritage and has been in financial markets for 150+ years. The global service center (GSC) in Bangalore has served as a Global Offshoring hub for various businesses of HSBC, including the asset management group (AMG), and currently enjoys the distinction of being the only offshore service center for the AMG business. AMG Document Analytics is one of the key pillar of AMG Foundational Data Capability. The team will be responsible for extracting, managing and analyzing unstructured data collated from different locations in 28 countries. This team will have continuous engagement with global and local business teams of AMG to collect, analyze and transform information for meaningful business use.

In this role, the incumbent(s) will be responsible for managing day to day workflow of collecting various document types like ISDA, Investment Management Agreements (IMAs), Product Prospectus, Vendor Contracts, Factsheets, Annual Reports, Regulatory documents etc. The role holder will have to digitize this information for multiple business purposes and uses, transfer it to designated storage from where it can be passed on to other business tools/systems in Front Office, Operations, Research, Legal, Compliance and Marketing. The candidate should have excellent communication, stakeholder engagement and relationship management skills. The candidate should be a strong team player and should be able to work independently in multi-location / distributed work environment.

What you'll do: *(List out Key Responsibilities)*

The successful candidate will be responsible for the following –

- **Support the workstream for day to day operations**
- **Engage with third parties and global stakeholders**
- **Manage user administration for Document Analytics Data Service**
- **Understand data lineage, create taxonomies, write business decision rules, digital content engagement and management and manage overall data quality in data service**
- **Regular engagement with operations teams for process automation opportunities**

What you will need to succeed in the role: *(Minimum Qualification and Skills Required)*

- **Should be comfortable in reading and understanding complex documents and well versed with legal terminology**
- **Understanding of data lineage, metadata, OCR and normalization concepts**
- **Well versed with ISDA, Product and Regulatory documentation**
- **Understanding of investment management business, funds, managed or separately managed accounts**
- **Hands on approach in Project Management**
- **Should be self-motivated, self-starter and result oriented**
- **Strong problem-solving skills**
- **Knowledge of Google Cloud Platform (GCP), SQL, Tableau or Python**

Eligibilty :

Program	AE	BS	BE	CE	CHE	CSE	EE	ES	ME	MSE	PHY	CHM	MTH	ECO	DES	IME	CGS	HSS	EEM	MSP	NET	PSE	Stats
BT	Yes	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	--	--	--	--	--	--	--	--	--	--	--	--	--	--
BS	--	--	--	--	--	--	--	Yes	--	--	Yes	Yes	Yes	Yes	--	--	--	--	--	--	--	--	--
MT	No	No	No	No	No	No	No	No	No	--	--	--	--	--	No	--	--	No	No	No	No	--	--
DoubleMajor	Yes	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	Yes	Yes	Yes	Yes	--	--	--	--	--	--	--	--	--	--
dual	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	--	--	--	--	--	--	--	--	--	--
dualB	Yes	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	Yes	Yes	Yes	Yes	--	Yes	--	--	Yes	--	Yes	Yes	--	--
dualC	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	--	--	--	--	--	--	--	--
Mdes	--	--	--	--	--	--	--	--	--	--	--	--	--	--	No	--	--	--	--	--	--	--	--
MBA	--	--	--	--	--	--	--	--	--	--	--	--	--	No	--	--	--	--	--	--	--	--	--
Phd	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
MSc	--	--	--	--	--	--	--	--	--	--	No	No	No	--	--	--	--	--	--	--	--	--	No
MSR	No	No	No	No	No	No	--	No	No	--	--	--	--	--	--	No	--	--	--	--	No	--	--

Cost to Company :	**11 LPA**
Package Details :	**11 LPA**
Bond :	**False**
CPI CutOff :	**0.0**
Medical Requirments :	
Resume Shortlist :	**True**
Resume Shortlist Criteria:	**65% and above**
Aptitude Test:	**False**
Group Discussion:	**True**
Group Discussion Duration:	**N/A**

Group Discussion Strength:	N/A
Technical Test:	True
Technical Test Duration:	N/A
Technical Interview:	True
Technical Interview Duration:	N/A
Number of Techincal Interview Rounds:	2
HR Interview:	False
Additional Information:	