



## Analyst, Onboarding

### **About Burgiss Group:**

Burgiss is a global, market-leading provider of data and analytics solutions for investors. With over 30 years of expertise in alternative investments, we offer unrivaled data, analytics, and transparency that enable asset owners, asset managers, and financial intermediaries to evaluate and manage complex portfolios. Burgiss' solutions serve 1,000+ clients in more than 30 countries, delivering data that represents over \$15 trillion in assets.

With offices throughout the Americas, EMEA, and Asia Pacific, we leverage our network and expertise so that we can service our clients by focusing on their varying needs across regions.

### **Job Description:**

The Analyst, Onboarding will provide operational support to prospects, clients, and internal functional areas around administration of user access levels within Burgiss platforms. The role will require good communication skills as interacting with other functional areas and clients will be part of the daily workflow.

### **Responsibilities:**

- Setup and administer user access levels within Burgiss platforms: responsible for granting and revoking user access in different applications following the set processes, security, and corporate standards; resolve access related issues
- Assist the creation and maintenance of documentation (processes, procedures, manuals etc.) in the user access management area

- Provide operational support to internal users at Burgiss
- Set up access to demo/trial environments, working alongside the 'Senior Analysts, Onboarding', for clients and prospects within Burgiss platforms
- Meet personal and team deadlines through collaboration with team members.

**Required Qualifications & Skills:**

- Bachelor's Degree, with preferred Finance, Economics background;
- Previous experience with software tools user administration;
- Experience using MS Office, particularly Excel;
- Ability to interact with clients and colleagues in a professional manner (in English, both written & verbal);
- Highly self-motivated with strong attention to detail;
- Comfortable with learning to use new software and adopt new technologies.

**Life at Burgiss:**

**At Burgiss, you can expect:**

- Additional Health insurance (lux package with included dental);
- Life Insurance;
- Sports Card (Shared cost – Employee/Company);
- Food vouchers in the amount of 200 BGN;
- Employee Assistance Program (EAP);
- Contributory voluntary pension scheme, matched by employer up to 3% from monthly gross salary (post probation);
- Tuition reimbursements;
- Team outings, office food;

If you like what you read about us and the open position, we look forward to receiving your application here: [Analyst, Onboarding](#)