



BNP PARIBAS

CORPORATE & INVESTMENT BANKING

The bank for a changing world

Support Intern VBA – IEFP Internship (m/f)

I. OVERALL ENVIRONMENT & MISSION STATEMENT

BNP Paribas Corporate & Institutional Banking (CIB) offers clients capital markets, financing and advisory services. It is a globally recognised leader in many areas of expertise including structured financing and derivatives across a variety of asset classes.

Global Markets is BNP Paribas' capital markets business, delivering solutions across asset classes, and industry-leading services for clients. With solid roots in Europe and a strong global presence, Global Markets is a leader in derivatives, bringing efficient trading and execution, market-leading research and strategy, tailor-made products and a sustainable long-term business model.

II. KEY RESPONSIBILITIES

- Key responsibility is to automate in VBA all manual processes of the Global Markets Front Office Lisbon platform, with a higher focus on the materials produced by the New Products team. (mostly product pitches and factsheets)
- Interact with local and onshore (Paris, London, New York) teams directly for requirement gathering. Discuss the requirement with team and estimate the timeline
- Need to ensure that all the development and documentation protocols have been followed
- Test the application before giving it to team
- Provide support to the existing Application or Macro

III. EDUCATION BACKGROUND

- Strong schooling, undergraduate and postgraduate academic background
- IT/VBA would be a plus (but not a requirement)
- Good command on written and spoken English



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IV. PERSONALITY ATTRIBUTES REQUIRED

- Flexibility
- Creativity
- Adaptability
- Understanding of the business/banking world
- Perfectionism
- Pro-activity
- Will to improve and learn
- Interest to work with an international team
- Strong work ethic is essential

IV. KNOWLEDGE & SKILLS

- Good VBA knowledge – mainly for MS Office Excel application
- Experience in requirement gathering, analysing the requirement, application debugging and bug fixing would be a plus
- Very strong attention to detail and ability to handle and respect multiple deadlines
- Fluency in Portuguese and English, knowledge of Spoken/Written French would be a plus (but not a requirement)
- Ability to work with business partners in on boarding new projects
- Strong interpersonal and teamwork skills
- Clearly exhibited analytical, logical and decision making capabilities
- SQL knowledge would be a plus (but not a requirement)

Are you ready to join an international company where challenges are a part of everyday life?

JOIN US!

To apply, send us your CV in English, including: date of availability, date of graduation, the position of main interest and motivations to portugal.recrutamento@bnpparibas.com.