



BNP PARIBAS REAL ESTATE

BNP Paribas Real Estate, one of the principal international real estate service providers, offers its clients a comprehensive range of services covering the entire life cycle of a property: development, investment management, property management, transactions, consulting and valuation.

With 5,000 employees, BNP Paribas Real Estate guides property owners, tenants, investors and local authorities through their real estate projects using its knowledge of local markets in 30 countries in Europe, the Middle East and Asia.

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BNP Paribas Real Estate Investment Management Luxembourg, an authorized alternative investment fund manager (AIFM) is looking for a:

OPERATIONAL PERMANENT CONTROL OFFICER (M/F)

JOB DESCRIPTION

- The overall mission is to coordinate the implementation, management and reporting of the permanent control system in all its components.
- This includes the implementation of the generic control system, the follow-up of the findings and recommendations from the General Inspection and the management of incidents (historical and potential). The OPC Compliance participates as 1st line of defence (LOD1), in the respect of compliance measures regarding anti-money laundering, fight against corruption, financial security and international sanctions.

MAIN ACTIVITIES

Risk Mapping

- The objective is ensure that the risk mapping at REIM Lux is available to everyone, up-to-date and in line with the REIM Business Line.
- To do so, the objective is to participate to the REIM Business line, then decline locally the REIM Risk Mapping. Once done, it is reviewed by RISK, OPC central and validated by the COM

Procedure design

- One part of the work to be done is to help the operational teams to design/write/update the local REIM Lux procedures with the operational teams, as they have to take ownership of the process part of their day-to-day

OPC testing

- On a quarterly basis, perform the OPC testing.

Operational Incident Report

- Once an operational incident happens, it has to be reported to OPC central in Paris.
- Obtains information from the operational team where the incident happened, filled out a report file and sends it to OPC central.



Preparation of the Internal Control Committees

- On a semi-annual basis, Internal Control Committees are organised at REIM Lux level.

OPC ad-hoc request

- Attend the request from OPC central in Paris.

Compliance controls LOD1

- Carrying out the controls required by compliance on the exercise for the 1st Line of Defence regarding financial security (anti money laundering, sanctions and embargoes), professional ethics, protection of customers.

Reporting Compliance controls LOD1

- Consolidation of the results of compliance controls LOD1 and preparation of reports for the direction and the Group

PROFILE

- Bachelor or Master Degree in business or finance
- 2 to 3 years' experience in permanent control and compliance
- Fluent in English and French
- Excellent communication skills
- Strong organizational skills and attention to details

If you are interested, please apply, preferably in English, enclosing a Curriculum Vitae Resume, to:
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