

Company: Dreyfus- Subsidiary of Bank of New York Mellon

Title: Client Service Associate

Location: 200 Park Avenue, New York (Midtown), NY 10166

Ref #:75053

Client Service Associate

Works in conjunction with Dreyfus' relationship managers, investment managers and other areas of the firm to service clients and ensure strong team communication on relevant matters. Responsible for all client requests with respect to assigned investment managers. Supports all distribution areas of Dreyfus' intermediary, institutional and retail. Handles monthly, quarterly, semi-annual firm and product updates, all types of reporting requirements and due diligence.

Three to five years of experience in financial services. Client service/relationship management experience preferred. BA/BS degree (preferably in business or economics) or equivalent experience required. RFP (Pragmatech's RFP machine) experience preferred. Strong organizational, prioritization, oral and written communication skills required. Must be able to handle multiple tasks and meet client deadlines.

The Dreyfus Corporation, established in 1951 and headquartered in New York City, is one of the nation's leading asset management and distribution companies, currently managing more than \$260 billion in mutual funds and separately managed accounts. Dreyfus is part of BNY Mellon Asset Management, a leading global provider of investment management products and services that offers a broad range of equity, fixed-income, hedge and liquidity management products through individual asset management companies and multiple distribution channels.

We offer immediate benefits and an attractive compensation package.

If you are interested in expressing an interest in this position, please visit www.bnymellon.com and click on the link Positions posted under the former Mellon Financial Corporation. Please enter the specific job **reference number 75053** when completing the online resume form. Please indicate salary requirements when submitting your resume. Relocation for this position is not being considered at this time.