



BNY MELLON

POSITION: CDIC Data Analyst

Location: Uniondale, LI, NY

Req # 1005654

As one of the world's leading financial services organizations, BNY Mellon recognizes the importance of a competitive benefits plan as part of your total compensation. That's why we offer a comprehensive, customizable benefits program to meet the needs of our diverse work force. Benefits include high quality medical and dental plans including orthodontic coverage, vision, life and disability insurance, flexible spending accounts, retirement plans that include an attractive 401k match and a company funded pension plan, generous tuition assistance and other work/life programs.

BNY Mellon is committed to Equal Employment Opportunity in providing all individuals interested in expressing interest in employment with us the opportunity to participate without barriers.

CDIC is a data repository a place where critical product-related information is centrally managed, maintained and disseminated throughout Dreyfus and to many external clients and reporting agencies. The incumbent is responsible for maintaining data collected from a multitude of sources in the CDIC database, Teamsite, Compliance Repository and On-Line Help files by working closely with both internal departments and outside data vendors. Data is updated daily via manual process or FTP automated load processes.

Bachelor's degree or equivalent experience required. Two years work experience in corporate or technical business field required. Proficient with PC and general office products such as MS office required. Knowledge of financial products; OR experience in data entry analysis and reporting; OR web based tools experience required. Two years mutual fund or financial industry or financial products experience preferred. Knowledge of help authoring tools such as RoboHelp and version control tools such as Visual SourceSafe a plus. Familiarity with Web editing tools and knowledge of HTML to support routine web updates preferred.

If you are interested in expressing an interest in this position, please visit www.bnymellon.com/careers . Please click on the link: Specify Job Search Criteria on the Careers page and enter the specific job reference number 1005654

PLEASE CONTACT AICH/WIA PROGRAM (212-598-0100, ext 221) FOR JOB-SEARCH ASSISTANCE!

(Customers must be Native American and meet WIA program eligibility requirements in order to receive transportation assistance, clothing allowance, cash incentives once employed, child care assistance, etc., etc..)

Posted: 7/21/2010