



Back & Middle Officer (m/f)

For an Innovative Experience combining Operational Expertise and Strategic Vision

EASE S.A. is an **operational advisory firm** and a **Professionnel du Secteur des Assurances (PSA)**

Our duty is to supply adequate solutions for our clients. Our aim is to make a complete, “one-stop” service available to entities across all sectors and sizes by offering tailored, pragmatic and multi-disciplinary solutions to our clients seeking hands-on support and expertise in Operations, Compliance and Risk.

Shape Your Future with Purpose. As part of our growing team, we are looking for a Back & Middle Office **Analyst** with **2 to 4 years** of experience eager to develop their expertise across Back and Middle Office functions, with a particular interest in insurance operations.

Your mission

As Back & Middle Officer, you will collaborate with experienced colleagues and contribute to various client assignments, including:

- Supporting **Insurance and Banking institutions** in operational tasks (e.g. cash & tax operations, regulatory reporting, corporate actions, settlements, custody, finance, insurance contract administration).
- **Assisting clients in daily operations and projects**, ensuring compliance, accuracy, and strict adherence to processes and deadlines.
- **Developing competencies** across different environments and corporate cultures.
- Contributing to **business development** and maintaining strong client relationships.

Your profile

- Minimum Bachelor Degree in **Finance, Business Administration**, or related field.
- Minimum **2 years** of experience in Back and Middle Office.
- Experience in **Insurance (particularly life insurance)** is a strong asset.
- **Strong client orientation**, with a focus on providing high-quality service
- Reliability and a **strong sense of responsibility**
- **High level of accuracy** and attention to detail
- **Resilience** and ability to perform under pressure
- Strong IT skills, including **advanced Excel (pivot tables, formulas, VBA/macros) SQL for data management, Python for automation / analysis and IA knowledge is a plus**
- Experience with financial systems, reporting tools (**Power BI/Tableau**) is a plus
- Fluent in **English and French** mandatory, additional languages are a plus

Why Ease?

- Exposure to a wide variety of **clients, industries and missions**, allowing you to learn and grow fast.
- Tailored **training** opportunities and mentoring from experienced professionals.
- A collaborative and entrepreneurial workplace where **your ideas are valued**.
- **Competitive** salary and benefits **package**.
- A **vibrant, inclusive, and supportive culture** within the EASE team.

Ready to Apply?

Send us your CV and a short motivation letter at contact@ease.lu. Let's build your future together.
(All applicants must be eligible for, and have valid documents to work in the EU)