

Securities Processing Officer

Our client:

A private bank based in Geneva

Role & Responsibilities:

- Garanty the good execution of all the securities accountings on the client's accounts as well as sending the settlement instructions on the market
- Garanty the accounting of all transactions
- Ensure all settlement instructions are duly sent to the custodians
- Account the RVP/DVP transactions
- Account the transactions dealt under "DOA"
- Account the Private Placement transactions
- Provide reporting of all UMA items
- Answer exactly and efficiently to the requests emitted by the external counterparties or the internal services of the bank
- Informing about abnormalities or errors of execution, incidents or the defects of process

Profile:

- Commercial degree, CFC bancaire or equivalent
- Ideally 2 years experience
- Knowledge of the banking industry
- Knowledge of English and French is requested. Any other language would be a plus.
- Analytical skills and well organized
- Computer skills : MS Office
- Good communication skills, team player and client oriented

Contract type: Temporary contract

Rate of activity: 100 %

Starting date: Immediately

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : José Dominguez
Ref : DM56197982