

Derivatives Processing Officer

Our client:

A private bank based in Geneva

Role & Responsibilities:

- Ensuring the proper execution of orders of the Front Office in accordance with the guidelines and procedures
- Structured Products: book, reconcile, monitor contracts notes, follow the coupons and redemption payment, update the rate of the floater, reconcile the termsheet and send them to FICLA
- Futures & Options : book, account the assignments and exercises of the options and the underlying, control liquidity, adjust the margins
- Maintains various tables for the statistics
- Participating to the training of the new joiners

Profile:

- Commercial degree, CFC bancaire or equivalent.
- Ideally 4 years experience
- Good knowledge of the banking industry/operations
- Knowledge of English and French. Any other language would be a plus.
- Analytical skills and well organized
- Computer skills : MS Office
- Good communication skills, team player and client oriented
- Ability to perform the daily tasks with full autonomy
- Ability to train the new joiners

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 : Mouhssine Moudrik
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