

Securities Corporate Actions Officer

Our client:

A private bank based in Geneva

Role & Responsibilities:

- Guarantee the processing of mandatory and voluntary corporate actions as well as general meeting, bankruptcy events, liquidations and default events
- Process accounting entries onto clients' accounts in an accurate and timely manner
- Maintain a high level of communication with internal and external stakeholders and respond to all incoming queries in a timely and efficient manner
- Gain complete understanding of tools and procedures and adhere to the banks accounting policies
- Dealing with all market events that have an impact on clients' investments for the Bank
- Provide summarised information and guarantee the processing of mandatory and voluntary corporate actions

Profile:

- Good banking knowledge, shows motivation to achieve high performance
- 1 - 3 years experience within a private banking industry
- Good knowledge of spoken and written French and English, any other language is a plus

Required skills:

- Reliable and proactive
- Conscientious, hardworking and result oriented, as well as methodical and flexible
- Well organised and work well under pressure as well as manage to meet deadlines
- Good team player with good communication skills, willing to share knowledge

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
Ref : DM2032683406