

## Credit administration assistant

### Our client:

A private bank in Geneva

### Role & Responsibilities:

- Carrying out administrative tasks and creating ad-hoc reports
- Input of manual data into the new IT system
- Provide administrative and management support to the Credit Advisory team, the Business Management team and its management in a risk/ regulatory-compliant manner
- Providing data reports upon request to the credit advisors in a timely and precise manner
- Update presentations
- Maintaining the client files in order and archiving when necessary
- Undertake project work as identified
- Assist with daily credit administration
- Assist the Credit Advisory team, senior management and Business Management in all non-client related requests

### Profile:

- Good knowledge of Excel, Powerpoint and Word
- 3 - 5 years experience in the credit field
- Very good English and French, both written and spoken

### Required skills:

- Ability to handle multiple concurrent tasks and projects
- Ability to work as a part of a team
- Prioritize work efficiently and respect deadlines
- Ability to work independently
- Provide accurate output and pay attention to detail

**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 : DM1110326700