

Transaction Control & Screening Specialist

Our client:

A private bank based in Geneva

Role & Responsibilities:

- Daily ongoing Alert Investigation.
- Closure of payment screening false match alerts.
- Dispatch of payment screening true match and undetermined match alerts to Compliance.
- Perform signatures checks on various customer documents (order) received from Front Office that require a control and return result to requestor
- Handle all different detailed aspects of signature control with regards to all different types of customers and single/multiple signatories
- Control of signatures for transactional client orders respecting the internal procedures such as "TROC"
- Control of signature requests credit card, confirmation business relationship, client statement, acknowledgment PIN / Card, etc.

Profile:

- 2-5 years of professional experience in a similar role
- Fluent in French and English
- Good knowledge of IT tools (Excel, Word, Access, Lotus Notes, etc)
- Flexible and accountable (daily coverage morning / lunch / evening)

Required skills:

- Attention to detail, disciplined and rigorous
- Good organizational skills
- At ease under pressure
- Operate autonomously

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 : VE1593887147