

## **Cash & Forex Officer**

### **Our client:**

A private bank based in Geneva

### **Role & Responsibilities:**

- Providing all necessary information to ensure a smooth operational process
- Exchange rates & volatility: managing price update in the system and perform manual updates if necessary
- Account checks: BNS, CLS transactions, EURO-SIC and cash nostro
- Reporting and statistic: generationg reports and statistics by strictly adhering to the work procedures and rules of the bank
- Archives: ensure that all relevant documents are kept and archied accordingly
- Ensure the use of proper physical and informatics' systems for an optimal execution of tasks handled within the department

### **Profile:**

- 2-5 years of professional experience in cash forex operations
- Computer skills Excel, Word
- Good knowledge of SWIFT, SIC, EUROSIC payment systems
- Fluency in English and French

### **Required skills:**

- Able to work independently as well as in a team
- Hard worker
- Strong attention to detail, open-minded
- Ability to work under stress and take responsibilities

**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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