

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Junior Relationship Manager

Our client:

A Private Bank based in Geneva

Role & Responsibilities:

- General support of two RM in their daily business with private clients
- Enter and monitor various orders such as securities transactions, fiduciary investments, payments
- Client assistance via telephone including execution of orders i.e. payment orders, checks and standing instructions, or buy/sell of securities and currencies and credit card arrangements
- Efficient and autonomous preparation of client visits and business travel including expense management
- Manage client relationship documents (KYC)
- Preparation, completion and follow-up of new account opening documents for individuals, companies and trusts according to directives
- Dealing with all the aspects related to Compliance
- Follow-up of reinvestment and time deposit deadlines as well as credit administration
- Control and update transaction/disposition lists
- Deputy of the RM during their business travels and vacancies
- Various administrative

Profile:

- Three to five years of experience as a Private Banking Assistant in a Swiss Private Bank
- Client oriented
- Fluent (oral and writing) in Italian, English and French. If you have some knowledge in German, it would be an asset.

Required skills:

- Proactive and helpful person
- Interested in support the RM in their daily business
- Very keen on securities, derivatives and currencies and you know the rules and regulations of the Swiss Private Banks
- Organized, even during stressful times
- Sympathetic, team oriented, discrete and responsible

Contract type: Permanent

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : JD887973719