

## **Corporate Actions Specialist**

### **Our client:**

An international bank active in the private banking field

### **Role & Responsibilities:**

- Day-to-day handling of corporate actions events
- Analysis of corporate actions transactions
- Performing corporate actions booking and reconciliations
- Follow-up on potential issues
- Close collaboration with the front-office

### **Profile:**

- 3-5 years of professional experience in a similar role within a bank in Switzerland
- Very good knowledge of corporate actions treatment
- Excellent command of English and French
- Very good command of IT tools, especially Excel

### **Required skills:**

- Rigor and sense of precision
- Hardworking attitude and stress-resistance
- Keen team spirit and autonomy
- Ability to learn fast

**Contract type:** Permanent contract

**Rate of activity:** 100%

**Starting date:** To be discussed

**We guarantee you to handle your application in total confidentiality.**

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