

Master File Officer

Our client:

An international bank active in the private banking field

Role & Responsibilities:

- Opening, control and update of security codes for securities
- Control and update of prices
- Closing of clients' accounts
- Close collaboration with front-office and back-office teams
- Close collaboration with external partners

Profile:

- 5-7 years of professional experience in a similar role within a bank
- Very good knowledge of securities and funds
- Excellent command of English and French
- Very good command of IT tools, especially Excel, Bloomberg and Telekurs
- Rapidly available

Required skills:

- Conscientiousness and sense of precision
- Hardworking attitude and stress-resistance
- Flexibility and ability to learn fast

Contract type: Fixed-term contract

Rate of activity: 100%

Starting date: To be discussed

We guarantee you to handle your application in total confidentiality.

Consultant responsable du mandat : Rebeca Gonzalez Grivel
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