

## Securities Trading Operations Collaborator

**Our client:**

An international bank active in the private banking field

**Role & Responsibilities:**

- Booking of securities' purchase and sale operations
- Booking of direct orders' operations
- Booking of physical precious metals' operations
- Booking of other operations
- Booking of funds' transfers
- Control and justification of reversals
- Control of cash reconciliations
- Perform morning and evening controls
- Control and announce Swiss and Bern exchange taxes
- Control and announce Swiss Federal Stamp

**Profile:**

- 3-5 years of professional experience in a similar role in a bank in Switzerland
- Very good knowledge of securities products
- Excellent command of English and French
- Very good command of the usual IT tools
- Immediately available

**Required skills:**

- Excellent communication skills and team spirit
- Flexibility and ability to perform under pressure
- Sense of precision and hardworking attitude

**Contract type:** Temporary

**Rate of activity:** 100%

**Starting date:** Immediately

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

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