

Funds Franco officer

Our client:

A top tier private bank based in Geneva

Role & Responsibilities:

- follow up of the settlement of transfers in and out or in , internal transfers of all kind of assets.
- Ensure the proper execution of the Front Office in accordance with the guidelines and procedures
- Ensure effective monitoring of cases pending with the fund administrator, the portfolio manager, while ensuring optimal use of various tools in accordance with established procedures and guidelines of the hierarchy
- Ensure the good execution of Transfers Incoming and Transfers Outgoing

Profile:

- Commercial degree, CFC bancaire or equivalent. Ideally 2 years' experience
- Knowledge of the banking industry.
- Knowledge of English and French are requested. Any other language would be a plus
- Computer skills: MS Office + **AVALOQ will be a must**

Required skills:

- Analytical skills and well organized.
- Good communication skills, team player and client oriented.
- Polyvalent and fast-learner : ability to quickly adapt to multiple tasks and evolving working situations

Contract type: Temporary

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM1077785628