

Front Office Account Manager - Wealth Management

Our client:

A top international private bank based in Geneva.

Role & Responsibilities:

- Working closely with Client Advisors (CA) in providing a high level of sales and product support.
- Providing excellent client service in the management of day to day needs of clients.
- Manage the process of opening accounts. Ensuring that the proper documentation has been obtained from Clients, CAs and associated KYC requirements. Liaising with relevant department to ensure the effective completion of account openings in a timely manner.
- Complete suitability reviews together with Client Advisors / Investment Advisors (IA).
- Assist in executing client transactions, e.g. FX & Execution only trades for clients and ensure satisfactory settlement. Monitor pending and executed trades and confirm transactions to clients.

Profile:

- **5-7 years of experience** in Wealth Management with client-facing contact and Wealth Management products and services know-how
- Excellent cultural and client needs competence
- Proficient knowledge of dedicated region: legal, political and economic situation
- Eager to help improve our processes, with a continuous improvement mindset
- Fluent (written and oral) in English; French is an asset

Required skills:

- Strong interpersonal, communication skills and client-oriented

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 : MM141603606