

## Central file Officer

### Our client:

A top international private bank located in Geneva,

### Role & Responsibilities:

- Support the Front Office on the new client adoption and account maintenance activities (participation in regular meetings with Front Office and other support functions to deliver support for complex account structures, advice on exceptions and special situations, verification of legal documentation and KYC requirements, creation and update of the structure in DB systems, etc.)
- Participate in the continuous assessment and recommend actions to improve the client onboarding process.
- Track account opening process and proactively follow-up across Front Office teams on progress and propose assistance in resolution of related issues
- Produce regular reporting on account opening process, define and track improvement actions
- Participate in the periodic projects with the objective to share the expertise and contribute to the new process efficiency

### Profile:

- **At least 3-5 years of Financial Services experience** in similar role including new client adoption and account maintenance or Compliance experience.
- Good knowledge of client documentation and regulations in Swiss banking
- **Working knowledge of Avaloq**
- Knowledge of CRS and FATCA regulation is a plus
- Working knowledge of the Bank's products and services as well as a firm understanding of the regulations, policies and procedures
- Working experience in the area requiring proactive coordination within operating areas throughout the Bank
- **Fluent in English, other language will be a plus**

**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 : MM1201112079