

# **PERFORMANCE CONSULTANT SA**

Conseil en ressources humaines

## **Relationship Manager Assistant H/F**

### **Our client:**

An international private bank based in Geneva

### **Role & Responsibilities:**

- Providing a top quality service to clients;
- Controlling and processing transactions;
- Documenting any action or activity in the banking system;
- Preparing and controlling of documents for the account openings;
- Complying with internal directives with regard to cross border activities;
- Diverse administrative duties.

### **Profile:**

- University degree in Business Administration, Finance, Law, Economics or related field;
- Minimum 5 years of experience as a CSO in a private banking environment;
- Very good understanding of financial instruments (funds, tracker, structured products, derivatives such as options on securities and FX);
- Good knowledge of Compliance / AML topics;
- Able to cope with pressure and handle a heavy workload;
- Flexible and able to multitask;
- Accurate and detail oriented;
- **Fluent in French and English - other languages 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 : MM1778656116