

Client Selection & On-boarding Analyst

Our client:

A top tier international private bank based in Geneva

Role & Responsibilities:

- Be responsible for the onboarding stages of a client lifecycle.
- He/She will have to analyse, validate, register and ensure the on-boarding of clients for all types of risks levels to meet applicable legal, regulatory requirements
- Deliver consistent and practical end-to-end operational support to client facing teams, providing first-class client experience to both internal (client facing) and external clients, ensuring compliance with internal and external guidelines and regulations for this key client stage. He/She will report to the Head of Client Selection and Onboarding.
- Provide advisory and operational support to front office staff from the prospecting stage to the account opening, meeting the following objectives:
 - Direct client engagement
 - Reduction in onboarding time (both short and extended) Quality metrics within thresholds
 - Adherence to CDD guidelines and risk appetit
- Review, codify and control account opening requests to ensure compliance with the local regulatory requirements and with the Group standards

Profile:

- Minimum of a B.A. degree
- **Relevant experience and knowledge of AML, regulatory compliance and controls within the banking and financial services industry**
- Skilled IT user with a capacity to adapt to new or complex tools and use efficiently all usual software suit (Excel, Word, Access, Outlook, etc.)
- **Fluent in French and English both written and spoken**

Required skills:

- Can do and problem solving attitude
- Flexible and accountable: Open (to different ideas and cultures), dependable (by doing the right thing and take personal accountability) and Connected (with our clients, providers, regulators and colleagues by demonstrating collaboration and respect)
- At ease under pressure and demonstrating good resilience Strong teamwork initiative.
- Good research and communication skills.

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 : MM931331360