

Cash & Forex Officer

Our client:

A private bank based in Geneva

Role & Responsibilities:

- Providing all necessary information to ensure a smooth operational process
- Exchange rates & volatility: managing price update in the system and perform manual updates if necessary
- Account checks: BNS, CLS transactions, EURO-SIC and cash nostro
- Reporting and statistic: generationg reports and statistics by strictly adhering to the work procedures and rules of the bank
- Archives: ensure that all relevant documents are kept and archied accordingly
- Ensure the use of proper physical and informatics' systems for an optimal execution of tasks handled within the department

Profile:

- 2-5 years of professional experience in cash forex operations
- Computer skills Excel, Word
- Good knowledge of SWIFT, SIC, EUROSIC payment systems
- Fluency in English and French

Required skills:

- Able to work independently as well as in a team
- Hard worker
- Strong attention to detail, open-minded
- Ability to work under stress and take responsibilities

Contract type: Temporary contract

Rate of activity: 100 %

Starting date: Immediately

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
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