

# **PERFORMANCE CONSULTANT SA**

Conseil en ressources humaines

## **Legal investigations & Ediscovery officer**

### **Our client:**

An international private bank based in Geneva

### **Role & Responsibilities:**

- Support litigations and investigations, and work with a diverse group including external consultants and legal advisors working on such projects.
- Respond to requests from regulators, external legal counsel and senior management for current and historical data and documents concerning the cross border.
- Achieve excellence under pressure in a critical and highly confidential environment subject to regular changes arising from Management or Swiss regulatory bodies's decisions.
- Understand the needs of the team so as to support them from an operational perspective.
- Rapidly gain a comprehensive understanding of regulatory frameworks and compliance requirements associated with new investigations as they arise.

### **Profile:**

- Bachelor / Master Degree (Forensic, Law, Audit, Risk management, Economic or Finance)
- At least an experience of one to three years or an internship in other banking/audit/risk/compliance experience is a plus.
- Strong motivation and interests in E-discovery topics
- Flexible, ability to deal with uncertainty and work on global projects
- Fluent in French and English

**Contract type:** Temporary

**Rate of activity:** 100%

**Starting date:** Immediately

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Mouhssine Moudrik  
Ref : MM2046150874