

Investment Fund Specialist

Our client:

An international bank active in the private banking field

Role & Responsibilities:

- Booking of investment funds transactions (subscriptions, redemptions, etc.)
- Control and monitoring of cash entries
- Control and monitoring of pending transactions
- Collection of funds transactions orders
- Placement of transactions orders on the market and follow-up
- Update of the funds database
- Control of pricing
- Close collaboration with front-office teams and counterparties

Profile:

- 4-6 years of professional experience in a similar role within a bank
- Very good knowledge of investment funds and banking procedures
- Excellent command of English and French
- Very good command of IT tools, especially Excel, Stematch, Stelink
- Rapidly available

Required skills:

- Very good communication skills
- Strong analytical mind and sense of accuracy
- Hardworking attitude and stress-resistance
- Keen team spirit and flexibility

Contract type: Fixed-term contract

Rate of activity: 100%

Starting date: To be discussed

We guarantee you to handle your application in total confidentiality.

Consultant responsable du mandat : Rebeca Gonzalez Grivel
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