

## Securities Trading Operations Specialist

**Our client:**

An international bank active in the private banking field

**Role & Responsibilities:**

- Handle the booking of securities purchase and sale operations (equities, bonds, structured products, physical precious metals)
- Handle the booking of funds transfers
- Control the cash reconciliations
- Control the reversals
- Run the usual morning and evening controls
- Control and announce the Swiss Stock Exchange taxes
- Control and announce the Swiss Federal stamp

**Profile:**

- 3-5 years of professional experience in a similar role within a bank in Switzerland
- Very good knowledge of all securities products
- Excellent command of English and French
- Very good command of IT tools
- Rapidly available

**Required skills:**

- Conscientiousness and sense of precision
- Hardworking attitude and stress-resistance
- Flexibility and ability to learn fast
- Very good communication skills and team-spirit

**Contract type:** long-term contract

**Rate of activity:** 100%

**Starting date:** To be discussed

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

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