

Funds Franco Officer

Our client:

A top private bank based in Geneva

Role & Responsibilities:

- Follow up of the settlement of transfers in and out or in , internal transfers of all kind of assets
- Ensure the proper execution of the Front Office in accordance with the guidelines and procedures
- Ensure effective monitoring of cases pending with the fund administrator, the portfolio manager, while ensuring optimal use of various tools in accordance with established procedures and guidelines of the hierarchy
- Ensure the good execution of Transfers Incoming and Transfers Outgoing

Profile:

- Commercial degree, CFC bancaire or equivalent. Ideally 2 years of experience
- Knowledge of the banking industry
- Experience in Trading funds, Transferts, Securities
- Knowledge of English and French are requested. Any other language would be a plus
- Computer skills: MS Office + AVALOQ will be a must

Required skills:

- Analytical skills and well organized
- Good communication skills, team player and client oriented
- Polyvalent and fast-learner : ability to quickly adapt to multiple tasks and evolving working situations

Contract type: Temporary - 3 months

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM319416845