

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Client Onboarding Specialist (KYC & Documentation) (M/F)

Our Client:

A leading international private bank with offices in Zurich and Geneva.

Role & Responsibilities:

- Support the Front Office on the new client adoption and account maintenance activities
- Participate in the continuous assessment and recommend actions to improve the client onboarding process
- Track account opening and maintenance process and proactively follow-up across Front Office teams on progress and propose assistance in resolution of related issues
- Produce regular reporting on account opening process, define and track improvement actions
- Participate in the periodic projects with the objective to share the expertise and contribute to the new process efficiency

Profile:

- Good knowledge of client documentation and regulations in Swiss banking
- Good problem-solving skills, multitasking, attention to detail and accuracy
- At least 5 years of Financial Services experience in similar role including new client adoption and account maintenance
- Working knowledge of Avaloq and Appway is a plus
- Knowledge of CRS and FATCA regulation is a plus
- Excellent level of English, French a plus

Required skills:

- Analytical mindset
- Strong communication skills
- Adaptability
- Attention to detail
- Results-oriented
- Autonomy
- Project management
- Prioritization skills

Contract type:

Permanent

Rate of activity:

100 %

Starting date:

As soon as possible

We guarantee you to handle your application in total confidentiality.

Consultant responsable du mandat : Mouhssine Moudrik

Ref : JD235743741