

# **PERFORMANCE CONSULTANT SA**

Conseil en ressources humaines

## **Security Transfers Clerk**

### **Our client:**

A top international private bank based in Geneva.

### **Role & Responsibilities:**

- In charge of the deliveries free of payment: incoming/outgoing/internal for all kind of security, shares, bonds, mutual funds, hedge funds...
- Send instruction to our custodians/depositaries through swift MT540/ MT542/MT599 or faxes
- Follow up the status of the swift instructions or fax instructions and act in order to have the transfer settled on time
- Open accounts with the transfer agent when necessary and record the incoming and outgoing transfers in the core system.
- Check pending trades in the core system and reconcile and align securities position
- The principal contact with different departments such as Security Master, Investment fund, tax team, compliance team, reconciliation team... for the transfer purpose

### **Profile:**

- Minimum 2 years of experience in a similar position in Switzerland
- **Fluent in english**, the work language (another language will be an advantage)
- A good knowledge of the different systems will be an advantage (Globus - GTmatch- GTEExchange (formely stelink)or swift, Easyway, Vestima, SIX SIS, Creation on line)

### **Required skills:**

- Highly motivated
- Good communication skills
- Proactive attitude
- Willingness to take on new knowledge and skills

**Contract type: Temporary 7 months**

**Rate of activity: 100%**

**Starting date: Immediately**

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

Consultant responsable du mandat : Mouhssine Moudrik  
Ref : OZ1195407895