

## **General Services Employee**

### **Our client:**

A top international private bank based in Geneva.

### **Role & Responsibilities:**

- Process, sort and distribute of incoming/outgoing mails
- General Services duties – basic maintenance and repair, materials handling, logistical support, security and/or related duties of day-to-day requirements
- Manage inventory and supplies - office materials, drinks, etc.
- Maintain cleanliness and serviceability of the facility (kitchen, toilet and lights)
- Backup for the reception
- Coordinate internal moves
- Accompany clients to vaults
- Back-up for security alarms and permanence

### **Profile:**

- Minimum 2 years of experience in a similar position preferably in swiss bank
- **Good level in english**, the work language (another language will be an advantage)
- Good understanding of Swiss postal services
- Knowledge of custodial practices, machinery and related equipment a plus

### **Required skills:**

- Flexible
- proactive and multi-task
- Ability to work in a team

**Contract type: Temporary 4 months**

**Rate of activity: 100%**

**Starting date: Immediately**

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

Consultant responsable du mandat : Mouhssine Moudrik  
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