

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

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

Ref : OZ1292578264