

Back Office Payments Employee

Our client:

A top international private bank based in Geneva

Role & Responsibilities:

- Manage transaction bookings related to outgoing and incoming wire transfers, periodic payment standing orders, LSV payments, BVRs,...
- Provide operational support to private banking personnel.
- Handle incoming queries from private banking and other internal teams such as other Operations Depts., IT, Compliance, Legal, Controllers, etc.
- Perform periodic cash reconciliations on bank accounts.

Profile:

- Diploma in finance, economy or bank
- Minimum 2 years of experience in a similar position in Switzerland
- Good knowledge of Payments rules and market practice
- Excellent English language skills; French and Italian are an advantage

Required skills:

- Good interpersonal and organization skills
- Attention to details and accuracy
- Flexible

Contract type: Temporary 12 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 : OZ696033812