

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Client Service Officer

Our client:

A top international private bank based in Geneva.

Role & Responsibilities:

- Supporting the Client Relationship Officer (CRO) in the daily business activities
- Providing a top quality service to customers (regular contacts with customers by phone and / or visits)
- Preparation and control of documents for the account openings
- Different processing operations (fiduciary, transfers, etc.)
- Procurement of stock market order (stocks, bonds, options, structured products)
- Various administrative duties.

Profile:

- Minimum 4 - 5 years of previous relevant experience as a CSO in a swiss private banking
- **Fluent English** , russian is an asset
- Very good understanding of financial instruments (funds, tracker, structured products, derivatives such as options on securities and FX)
- At ease with corporate structures
- Aware of changing and demanding compliance environment

Required skills:

- Flexible, multitask
- Accurate and detail oriented

Contract type: Temporary

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik

Ref : OZ320846309