

# **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 1 - 3 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