

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Control Documentation Specialist H/F

Our client:

A top international private banking player in Zurich

Role & Responsibilities:

- Member of the internal Client Adoption Team, supporting the Bank businesses
- Support the Front Office on the new client adoption and account maintenance activities (participation in regular meetings with Front Office and other support functions to deliver support for complex account structures, advice on exceptions and special situations, verification of legal documentation and regulatory / requirements, etc.)
- Administration (input and update) of client data and respective account codification in the systems
- Participate in the continuous assessment and recommend actions to improve the client onboarding process
- Track account opening and maintenance process and proactively follow-up across Front Office teams on progress and propose assistance in resolution of related issues
- Produce regular reporting on account opening process, define and track improvement actions
- Participate in the periodic projects with the objective to share the expertise and contribute to the new process efficiency
- Take on further responsibilities depending on personal job development and the evolution and needs of the internal Client Adoption Team

Profile:

- At least 5 years of Financial Services experience in similar role including new client adoption and account maintenance (Compliance experience on the top is a plus)
- Working knowledge of the Bank's products and services as well as a firm understanding of the regulations, policies and procedures
- Working experience in the area requiring proactive coordination within operating areas throughout the Bank
- Working knowledge of Avaloq and Appway is a plus
- Knowledge of CRS and FATCA regulation is a plus

Required skills:

- Good knowledge of client documentation and regulations in Swiss banking
- Good problem-solving skills, multitasking, attention to detail and accuracy
- Strong team work and organisational skills, ability to work under strict deadlines
- Excellent level of English (min. Advanced level, oral and written) and French/German an asset
- Strong customer relationship, communication and presentation skills
- Ability to quickly access and utilize the full range of computerized account and product information systems within the Bank's applications
- Positive and dynamic approach to work

Contract type: Temporary (long term mission)

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : JD1221239190