

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Back Office Franco officer H/F

Our client:

A top tier international private bank based in Geneva.

Role & Responsibilities:

- To follow up of the settlement of transfers in and out or in , internal transfers of all kind of assets.
- To ensure the proper execution of the Front Office in accordance with the guidelines and procedures
- To ensure effective monitoring of cases pending with the fund administrator, the portfolio manager, while ensuring optimal use of various tools in accordance with established procedures and guidelines of the hierarchy

Principal Accountabilities:

Impact on the Business

- Learns processes, products, and tasks relevant to the role, and any associated financial implications/ costs e.g. deadlines, products features client impact.
- Delivers day-to-day workload on time and to the standard requested by manager. Meets commitments made to colleagues. Understands and ensures completeness of daily tasks and controls.
- Ensure the good execution of Transfers Incoming and Transfers Outgoing
- Ensures continuous checks of the unresolved files with the agents and the counterparties.
- Answers precisely and efficiently to the requests emitted by the external counterparties and the internal services of the bank.
- Accounts of purchase and sale of physical precious metal following CABKN instructions.
- Ensures the correct booking of the restricted securities.
- Manages the physical securities.
- Informs about abnormalities, errors of execution, incidents or defects on process.

Customers / Stakeholders

- Understands that clients can be both external as well as internal (e.g. CHSD, front-office, other support functions, etc.)
- Identifies internal clients relevant to their product or role. (e.g. CSHD, front-office, other support functions, other regions).
- Be professional and respectful in all interactions with clients, without exception

Leadership & Teamwork

- Ensures the success of their tasks and role through seeking advice of their manager. Actively seeks appropriate input / support in a timely manner.
- Contributes fully to HR processes (e.g. self-appraisal, as required by manager).
- Immediately escalates business and people issues as well as incident and operational errors to the line manager. Participates to the elaboration and implementation of solutions and mitigation actions.
- Demonstrates positive attitude and promote interactions with colleagues.
- Reacts positively to Management changes.
- Assists and provides training to new team members, learns different tasks of the team, back up other team members to ensure appropriate polyvalence and coverage.

Major Challenges

- Demonstrates willingness to bring ideas to the table and proposes workable solutions where improvements are needed.
- Reacts positively to changes.
- Remains client driven while protecting the bank from risk and maintains effective control standards.

Profile:

- Commercial degree, CFC bancaire or equivalent.
- Ideally 2 years' experience.
- Knowledge of the banking industry.
- Knowledge of English and French are requested. Any other language would be a plus.
- Computer skills: MS Office.

Required skills:

- Analytical skills and well organized.
- Good communication skills, team player and client oriented.
- Polyvalent and fast-learner : ability to quickly adapt to multiple tasks and evolving working situations

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 : MM1256113925