

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Securities Masterfile Senior Officer

Our client:

A top tier international private bank based in Geneva

Role & Responsibilities:

- Ensure that all instrument set-up and maintenance tasks are processed within defined timelines and Service level Agreement;
- Ensure close collaboration with foreign teams and provide assistance when necessary;
- Perform set-up and maintenance instruments within the core system when required;
- Ensure the integrity of reference data within the Banking core system and all system that are fed by it;
- Ensure all tasks are carried out in compliance with internal and external rules, regulations and best practices;
- Define, prioritize and work on projects. Provide regular status to Manager;
- Make independent / educated judgments regarding appropriate resolutions of anomalies;
- Bring expertise and knowledge of products/assets;
- The Security Masterfile team is creating in average 800 new assets per month and has 17'500 assets in position for the several entities served; The type of assets are Bonds, shares, funds, Private Equities, Structured Products, Futures & Options;
- Requestors are located in several entities/countries: CH, UK, Chanel Islands & Luxembourg.

Profile:

- Commercial degree, CFC bancaire or university's degree
- **At least 3 years experience within the private sector in a similar position**
- Experience with external providers as Telekurs, Bloombers or other will be desirable
- Computer skills: Bloomberg, Reuters, Telekurs, MS office
- Fluent in French and English

Required skills:

- Team player, client oriented, well organized. Methodical and adaptable
- Polyvalent and fast learner, ability to quickly adapt to multiple tasks and evolving working situations
- Ability to work under pressure and to agreed deadlines.

Contract type: Temporary contract during 9 months with possibility of a permanent contract

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Nathalie Roche
Ref : MM1503984345