

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Corporate Action Specialist H/F

Our client:

A top tier international private bank based in Geneva

Role & Responsibilities:

The person will have to understand and process every corporate action (on equities, bonds, reverse convertibles, etc.) received on a daily basis within a team of 5 persons and a global team of 15 members.

- Treatment and analysis of the corporate actions events received by swift , Telekurs and/or paper
- Provide our Client Relationship Officers with CA notifications in an efficient manner
- Cash and stock reconciliation on every Corporate Action file
- Instructions processing on voluntary events (forward the instructions received from our CROs to the custodians)
- Corporate Actions booking
- Follow-up on any CA related issues (questions from CRO, issues with custodians, etc.)

Required skills:

Minimum 3 to 5 years of experience in the Corporate Actions area

- Able to work under pressure and to cope with a heavy workload if needed.
- Efficient
- Conscientious
- Autonomous
- Good team spirit
- Good Microsoft Office knowledge (mainly Excel).
- Fluent in both French and English
- Knowledge of the Core Banking system - Temenos Globus.

Contract type: Temporary / 6 months

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : José Dominguez

Ref : NB23102909