

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Corporate Actions Specialist H/F

Our client:

A top tier international private bank based in Geneva

Role & Responsibilities:

- Treatment and analysis of the corporate actions events received by swift , Telekurs and/or paper on all kind of products (Equities, Bonds, Funds, Private Equities, etc...)
- 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.)

Profile:

Confirmed experience in Corporate Actions are (3-5 years).

- 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: Permanent

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : José Dominguez

Ref : NB330450942