

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Data Analyst

Our client:

A top tier international private bank based in Zurich

Role & Responsibilities:

- Data input & approval of Account opening & maintenance process, including blocking or closing accounts.
- Ensuring the processing guidelines (KOP) are followed with diligence.
- Monitoring the mailboxes in terms of processing and queries.
- Participating in employee engagement activities & effective participation in team huddle and contribution in regular meetings.
- Capturing of Trade Finance Facilities
- Process AFC/Compliance requests for Sanctions related screenings against our client base
- Handling of Audit Confirmations for our clients
- Handling of Record Retention for client documentation

Profile:

- Preferably Bachelor degree
- Ability to reach out and work independently with cross-functional team members in a matrix environment
- Experience with Microsoft Office with advanced knowledge of Excel (Macros, Pivots, Lookups, etc.)
- Ability to work with strict deadlines to satisfy our clients
- Fluent in English
- Able to work under pressure and against challenging timescales

Contract type: Temporary contract until 31.07.2023

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM500507580