

Client Service Officer Private Banking

Reference	N_CS0 Private Banking_2581
Department	Private Banking
Contract	Permanent, 100%
Location	Geneva - Switzerland
HR contact	Online Application or Danijela.MIRKOVIC@efgbank.com
Date of publication	18.12.2020
Deadline of publication	18.01.2021

Main responsibilities

- Supporting the Client Relationship Officer (CRO) in the daily business activities;
- Providing a top quality service to clients (regular contacts with clients by phone and/or visits);
- Preparation and control of documents for the account openings;
- Different processing operations (fiduciary, transfers, etc.);
- Procurement of stock market order (stocks, bonds, options, structured products);
- Diverse administrative duties.

Skills and experience

- Minimum 4 - 5 years of previous relevant experience as a CSO in a private banking environment;
- Very good understanding of financial instruments (funds, tracker, structured products, derivatives such as options on securities and FX);
- At ease with corporate structures;
- Aware of changing and demanding compliance environment;
- Able to cope with pressure and handle a heavy workload;
- Flexible, multitask;
- Accurate and detail oriented;
- Fluent French and English.

Our company

EFG Bank is the Swiss private banking subsidiary of EFG International. Headquartered in Zurich, it has an international network spanning Europe, Asia Pacific and Latin America, and manages assets for private clients all over the world. The bank's services comprise asset management and investment counselling, investment funds, securities brokerage, estate planning and a full array of banking services. EFG Bank offers a stimulating and dynamic work environment.

Application

Should you wish to apply for this position, please apply online over the following link:

<https://emea2.softfactors.com/job-opening/rstOnax-hQ1nsE7T11mexzP7jV#/?lang=en>

or write an e-mail to: Danijela.MIRKOVIC@efgbank.com

We will only respond to applications with a matching profile.