

Private Banking Support Specialist

Reference	PB Support Specialist_2650
Department	Private Banking
Contract	100% - temporary 8 months
Location	Geneva - Switzerland
HR contact	Online Application or Danijela.MIRKOVIC@efgbank.com
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Job Description

Within the Management Department in Geneva, the Private Banking Support Specialist works in close collaboration with the Head of Private Banking Geneva, by performing below described tasks to enable the good functioning of the business.

Main responsibilities

- Supporting operational management of the front team in actively identifying, managing and mitigating all risks arising from performed activities (First line of defense);
- Performing due diligence on prospective client relationships;
- Performing due diligence on cash transfer, credit granting and ad hoc request for the front team;
- Distribute knowledge and best practice among Client Relationship Officers and Client Service Officers;
- Perform any other ad hoc activities as assigned by the Management related to the first line of defense;
- Enhance top line, process simplification and risk mitigation.

Skills and experience

- University degree in Business Administration, Finance, Law, Economics or related field is essential;
- Minimum 5 years of previous compliance or audit experience in the area of account openings, account reviews and transaction monitoring;
- Strong analytical skills;
- Strong communication skills, including the ability to deal with potentially contentious issues effectively;
- Ability to work under pressure in a fast-paced environment, flexible, multitask;
- Excellent knowledge of written and spoken English. Working knowledge of French and German would be an advantage.

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-3uQUlnFrjGOnJ7dRTN#/?lang=en>

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

We will only respond to applications with a matching profile.