Joining Mirabaud, means entering an entrepreneurial and innovative environment. With the 7th generation of the Mirabaud family working within the bank, the culture is that of a family business. With over 750 employees based in 10 countries worldwide, Mirabaud offers opportunities to develop one's career across an international network of 16 offices.

OPERATIONS OFFICER
Luxembourg

A day in your future job:
- Control of outsourced back-office activities;
- Monitoring of local order routing system;
- Corporate action monitoring and follow-up;
- Cash & stock reconciliation (Support to Geneva Operations);
- SRDII support (Disclosure/Proxy Voting);
- Operational handling of CRS, FATCA, MIFIR, EMIR, CSDR, CDDP6, CESOP ELIBI, TOB, TACT, DWT-Reclaims;
- Insurance Companies (set up of reporting SFTP, RMA, SWIFT);
- Portfolio Aggregators (Support and setup in banking system);
- Credit Cards Handling (card request, trouble shooting, billing);
- Production of annual tax reports (sampling, control, launch);
- Support to Period End Client Reporting;
- Central point of contact for Front Office queries and Back Office contacts to Swiss Headquarters;

Your assets to succeed:
- 5 to 7 years in a similar position;
- Highly polyvalent;
- Fluent French & English;
- Excellent IT literacy;
- Handling of T24, an asset;

Jump on the boat!
- Family-friendly and dynamic environment;
- Direct impact on the business, no matter your position or seniority;
- Work in an environment that encourages autonomy and entrepreneurship;
- Flexible working arrangements to help you achieve a better work-life balance;
- Variety of cultural and sporting activities during your free time;
- Inclusion and equal treatment;
- Various employee benefits & family friendly benefits.

Apply now: recrutement@mirabaud.com

Notes:

- *Only candidates with a suitable profile and will receive a response, thank you for your understanding.*
- *We will not accept any CVs from agency.*