



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.

CENTRAL FILE OFFICER

A day in your future job:

- Analysing the account opening documentation (in compliance with CDB, AMLA, AMLO-FINMA, QI-FATCA, CRS);
- Ensuring the opening, updating and closing of client relationships in the core banking system ;
- Advising the Front Office ;
- Carrying out legal researches;
- Drafting certificates and reference letters in collaboration with the Legal Department;
- Handling name screening alerts;
- Scanning and archiving the documentation.

Your assets to succeed:

- University degree or a degree considered equivalent;
- 5-6 years' experience in a similar role within a bank in Switzerland;
- Great precision, work methodology and rigour;
- Fluent in French and English;
- Good command of banking IT systems;
- Stress Resistance;
- Good interpersonal skills, diplomacy and Team Spirit.

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 will receive a response, thank you for your understanding.

We will not accept any CVs from agency.