



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.

RM Assistant - LATAM

A day in your future job:

Administrative support to the team :

- Prospect, onboard, close;
- Update of databases;
- Communication, reporting;
- Client visits preparation;
- Internal / external meetings organisation.

Provide RMs with support when dealing with :

- Central Registry (documentation issues, updates, repapering);
- Risk & Compliance for KYC and AML issues;
- During clients' contact, ability to have a personalized interaction with Clients;
- Cash management, credit/debit cards, transfers;
- Execution of payment orders/transfers/trading orders;
- Ensuring that all internal regulatory policies, procedures and practices are carried out, applied and adhered to within the required timeframes;
- Scrupulously observe cross border rules and regulations
- Where requested, participation in client's meetings and corporate events.

Your assets to succeed:

- Apprenticeship or Degree in Economics or equivalent, ideally completed with trainings in banking products and services (SAQ/CWMA) and or Compliance trainings;
- Min. 5 years' in a similar position Assistant in a Bank or an IAM in Switzerland. Knowledge of Latam markets is a plus;
- Good knowledge of wealth management products and services as well as deep knowledge of compliance rules (incl. cross-border) and Swiss regulations;
- Outstanding communication skills, sense of organization and priorities, flexibility, excellent client and services orientation, solution oriented, ability to work in a team and to take initiative;
- Fluent in Spanish, English and French. Portuguese is a plus.

**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.