



Mirabaud is an international banking group that provides a clientele of private and institutional investors, companies and finance professionals with highly customised investment, private banking and asset management services.

Based in Geneva, Mirabaud has evolved steadily over the years and now employs over 700 staff who, through their experience and expertise, perpetuate the entrepreneurial spirit that has guided the bank since its foundation in 1819. The Group now conducts its **Wealth Management, Asset Management and Securities** businesses in the main financial centres around the globe and has offices in Switzerland, the UK, Luxembourg, France, Spain, Italy, Canada, the United Arab Emirates and Brazil.

Our External Asset Management team in Zurich is looking to add:

ASSISTANT

Primary functions:

- Assistant in the External Asset Management Team with two Relationship Managers;
- Handling of day-to-day administrative tasks (opening of accounts, maintenance and account closures);
- Execution of administrative tasks – interface Head Office / Operations;
- Support to Relationship Managers in managing client portfolios – cooperation with Compliance, Middle Office etc.;
- Preparation of and attendance at client meetings;
- Daily client contact by means of telephone, e-mails or meetings;
- Deputy function in the Relationship Managers' absence;
- Timely and exact execution of client orders (trades, payments, currencies, credit lines, etc);
- Controlling & Reporting tasks in connection with client portfolios;
- Special tasks with a view of optimizing the daily business.

Qualifications:

- Banking apprenticeship;
- Experience as assistant within an EAM Team;
- Impeccable communication and presentation skills, both verbal and in writing in German and English. Good command of French is a must;
- Ability to work effectively in a highly collegial, financially sophisticated, entrepreneurial, team oriented environment;
- Strong personal characteristics of initiative, enthusiasm, commercial instinct, professionalism, integrity and creativity;
- Must be resident in Switzerland or willing to relocate.

Mirabaud Group is an Equal Opportunity Employer.

If you are interested in this role, please send your application via email to the following address:

recrutement@mirabaud.com

If you would like to pursue a career within the Mirabaud Group, please send us your CV to the same email address.

Notes:

Please be aware that Introductions from recruitment agencies will not be considered.

Only candidates with a suitable profile will receive a response.