



**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.

Headquartered 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, Brazil and Uruguay.

Our Central File team in Luxembourg is looking to add a :

## CENTRAL FILE OFFICER

### Main Responsibilities:

- Receive the account opening documentation from the private bankers located in Luxembourg or in the European branches and control the completeness and accuracy of the documents;
- Private client's account opening in the in-house central file;
- Client documentation tracking and scanning using in-house system;
- Updating client static data in the central file;
- Assist the department head in handling of client data queries;
- Perform data quality management tasks in view of upcoming migrations;
- Filing/tracking client files;
- Dealing with ad-hoc queries relating to documentation and client information handling client website allocation.

### Candidate's Profile:

- Bac+2
- 2-5 years' experience in a similar position;
- Good knowledge of standard account opening rules in Europe. AML, MiFID, CRS and FATCA;
- Experience working in an international environment and in large data handling;
- Attention to detail, methodical, proactivity, process driven, ability to work to tight deadlines, team spirit and entrepreneurial attitude;
- Fluent in French and English. Other language a plus.

**Mirabaud Group is an Equal Opportunity Employer.**

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

[nathalie.fondelot@mirabaud.com](mailto:nathalie.fondelot@mirabaud.com)

### Notes:

Please be aware that Introductions from recruitment agencies will not be considered. Only candidates with a suitable profile will receive a response.