



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 and Brazil.

Our Wealth Management team in Madrid is looking to add:

RELATIONSHIP MANAGER ASSISTANT, SPAIN

Location: Madrid

Primary functions:

- Assistant role in an international and dynamic environment within our Spanish onshore team in the Wealth Management segment in Madrid;
- Excellent opportunity to act as a specialist in administration by executing relevant tasks with high responsibility;
- Responsibility to provide efficient support to the Relationship Managers in all organizational matters such as documentation handling, account openings / closings, handling of client data, investigations, security transfers, payment orders, etc. as well as other general ad-hoc requests
- Daily client contact by means of telephone, e-mails or meetings;
- Preparation of and attendance at client meetings;
- Support to relationship managers in managing client portfolios – cooperation with Compliance, Middle Office etc.;
- Timely and exact execution of client orders (trades, payments, currencies, credit lines, etc.);
- Controlling & reporting tasks in connection with client portfolios;
- Execution of administrative tasks;
- Involvement in projects and improvements in execution within International Wealth Management.

Qualifications:

- University Bachelor degree or equivalent;
- Experience as an assistant within Wealth Management;
- Impeccable communication and presentation skills, both verbal and in writing in **English and Spanish** - any additional language is an advantage;
- 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.

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.