



Mirabaud is an international banking group that provides a clientele of private and institutional investors, companies and finance professionals with highly customized 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 centers around the globe and has offices in Switzerland, the UK, Luxembourg, France, Spain, Italy, Canada, the United Arab Emirates, Brazil and Uruguay.

Our Independent Asset Manager team within our Wealth Management department in our Zurich Office is looking to add a :

RM Assistant

Main Responsibilities:

- Proactive support to the IAM team in Zurich in the operational management of the client book.
- Facilitator during the onboarding of new relationships to ensure the quality of the documentation and increase the speed of execution.
- Active participation in the qualitative management of the portfolio (First Line of Defense), reporting alert to RMs and/or Market Head in case of inappropriate transactions. Support to RMs for annual accounts reviews.
- Reception, control (call back) and management of daily transactions, hedging of debit balances; interface with the headquarters in Geneva.
- Management of foreign exchange transactions and fiduciary deposits, monitoring and transmission of corporate actions.
- Management of Visa, Maestro, TCC customer cards and cash (preparation of withdrawals).
- Sending of account statements, performance reports and tax statements.
- Preparation and participation in meetings with clients; back-up of the RM in his absence.

Candidate's Profile:

- 3-5 years of experience in a RM Assistant role with a private bank or asset manager in Switzerland.
- Banking or commercial back-ground completed with a Certificate in banking operations and/or compliance.
- Very good knowledge of current banking regulations and compliance processes.
- Customer and service oriented, team spirit, proactive mindset, efficiency and organization, strong sense of priority, pragmatism and solution oriented.
- Fluent in German and English, good level in French (min. B2).

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

Notes:

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

Only candidates with a suitable profile will receive a response. Thank you for your understanding.