



# Assistant Relationship Manager– Middle -East - Maternity Cover

Experience level : **Intermediate**

Activity : **Group**

Office : **Geneva**

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## Maternity cover ( 6 months )

If you are passionate about meeting client needs, want to challenge the status quo and be part of an innovative environment and future, the Syz Group can bring you what you are looking for. Working at Syz takes a blend of collaboration, entrepreneurial spirit and willingness to pull together. In return for your talent and dedication, you can expect a fast-paced, stimulating work environment, a flat hierarchy with direct access to senior leaders, a culture hungry for innovation and the opportunity for your voice to be heard and your ideas to be listened to.

### Purpose of the role:

As part of a team of 6 people, this role will support 2 to 3 Relationship Managers as a trusted client service officer. The Assistant Relationship Manager will perform all the administrative tasks related to client files and provide administrative, organizational and communication support to the Relationship Managers in their daily tasks.

We are looking for a person that is eager to contribute to the team's success and who possesses all the key capabilities to support several Relationship Managers.

## Key responsibilities

- Daily contact (phone, face-to-face) and management of relations with the Bank's clients and internal services (trading, investments, compliance, legal, back-office, management), in a multilingual environment;
- Accurate and timely execution of clients' instructions (trades, transfers, request for information, etc.);
- Opening of private accounts, companies, operational companies as well as complex structures such as trusts (simple & complex) & foundations; closing of accounts/relations;
- Keeping the client database up to date by ensuring compliance with internal and external regulations (AML, FINMA, FATCA etc.);
- Welcoming clients in the absence of the person on reception;
- Onboarding of new clients and update of KYC elements as well as the Bank's documentation as needed;
- Coordination with lawyers, notaries, company directors, trustees and other intermediaries;
- Analysis and preparation of loan applications, assistance in drawing up loan agreements, issuing loans, guarantees and letters of credit;
- Experience in real estate financing (admin support);
- Preparation of reports at the request of the clients, the line manager, the Compliance Officer or other authorized persons;
- Fiduciary deposit & loans placements & renewals, investment orders execution (equity, bonds, funds, hedge funds, and private equity), Cash and FOREX transactions, etc.
- Support with all the periodic reviews (PEP, Low and High Risk reviews)
- Participation in the Bank's events;
- Support the RMs with research on prospects/clients and market development;
- Understand Syz's risk management framework and become familiar with risk responsibilities within the team(s);
- Comply with all applicable legal, regulatory and internal compliance requirements;
- Maintain appropriate knowledge to ensure you are fully qualified to perform the role and complete all mandatory training required to gain and maintain your level of competency and knowledge.

## Your profile

**Education:** Education in banking and/or finance

**Professional Experience required:** 5+ years of experience as an assistant including a solid knowledge on compliance matters (Account opening, KYC, periodic reviews). Already an exposure to clients and having demonstrate a commercial mindset to help developing the book by supporting the Relationship Manager in some business research, events, etc.

**Soft skills:**

- Autonomous, multi-tasking, proactive
- Team spirit and collaborative spirit
- Positive attitude, showing engagement
- Rigorous, attention to details, precise, structured approach and organized
- Strong communication skills
- Customer oriented
- Liable and reliable

**Technical skills:** At ease with IT system and data management

**Languages:** Bilingual English & French, Arabic is an advantage

**Swiss Residence:** Yes