



BANQUE DE COMMERCE ET DE PLACEMENTS

Established in 1963 as a Swiss bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates a branch in Luxembourg and a representative office in Dubai. More information can be found at [www.bcp-bank.com](http://www.bcp-bank.com).

To strengthen our **Asset Management & Advisory team**, we are currently looking for a

## **SECURITIES DEALING OFFICER**

In this role you will execute all kinds of financial products through the Bank's IT platform and Bank's brokers. You will ensure a proper interface with the back-office and you will actively collaborate with colleagues in order to deliver an excellent quality of service to the clientele. We are a dynamic, openminded and agile team that enjoys working to provide the best in class service and advice to our clients.

### **MAIN TASKS**

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- ✓ Execute diligently dealing orders of all kinds of financial products, such as stock exchange, bonds, funds, derivative, precious metal and structured products, either with preselected brokers or on existing contractual IT platforms.
- ✓ Follow up of the limit orders.
- ✓ Complete the securities/financial products related instructions received and forward them to Treasury & Securities B/O unit for processing.
- ✓ Perform accuracy controls of transactions' bookings.
- ✓ Handle broker inquiries and confirmations and keep the list of brokers duly updated.
- ✓ Control allocation of retrocessions in the system.
- ✓ Produce different statistics or analysis.
- ✓ Prepare various documents and reports.

### **REQUIREMENTS**

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- ✓ Bank apprenticeship with CFC or equivalent.
- ✓ Min. 2 – 3 years of experience in a similar function in a Bank.
- ✓ Good knowledge of the various rules and regulations related to securities dealing.
- ✓ Good general knowledge of financial market (Equities, Bonds, Investment funds, Structured products).
- ✓ Advanced computer skills, particularly MS Office, Reuters or Bloomberg.
- ✓ Customer oriented with excellent interpersonal and communication skills.
- ✓ Strong sense of accuracy and control.
- ✓ Meticulous, well-organized and able to work autonomously.
- ✓ Quick learner and team player.
- ✓ Fluent in English and French, both written and spoken.
- ✓ Swiss national or valid swiss working permit.

### **OTHER**

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- ✓ Location: Geneva
- ✓ Starting date: Immediate
- ✓ Activity rate: 100%

Please send your complete application file (**cover letter, CV, work certificates and diplomas**).

*Please kindly note that with no answer from us within 3 weeks, you can consider that your candidacy was not selected for this position.*

*Thank you for your understanding.*