

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

For our **Wealth Management department (WM)**, we are looking for a:

Transaction Manager

TASKS AND RESPONSIBILITIES

- Responsible for the operational day-to-day activities on commercial clients within WM.
- Contribute to the quality of the WM's commercial clients' portfolio by performing continuous control activities of the clients' profiles to ensure quality, completeness and accuracy.
- Prepare the account opening process and credit approval form.
- Approve and follow-up the transactions in line with the client's profile.
- Maintain a comprehensive and up-to-date Know Your Client (KYC) documentation, monitor the credit exposure and manage the daily liquidity of the accounts.
- Bring support to the Relationship Managers in addressing findings and providing recommendations.
- Ensure activities on commercial clients are conducted in compliance with operational, compliance and risk governing regulations.
- Maintain daily interactions with clients, Relationship Managers and inhouse specialists in the fields of investment solutions, financing products, compliance and legal.
- Other various administrative tasks along the client lifecycle.

REQUIREMENTS

- Bachelor degree, preferably in Business, Finance or equivalency.
- Minimum 5 years of experience in commercial banking (lending, Commodity Trade Finance, credit control).
- Strong background in compliance as first Line of Defense, tax and accounting, knowledge of KYC/AML regulations and industry best practices.
- Strong risk awareness to know when to escalate issues, high level of ethics.
- Detail oriented with a very high level of pro-activeness and persistence.
- Team oriented, self-motivated with the ability to work independently.
- Keen to serve the client through a team approach, drawing upon the know-how of other specialists but also reliable when working independently.
- Excellent interpersonal and communication skills.
- Proficiency in MS Office.
- Fluent in English.

OTHER

- Location: Geneva
- Starting date: As soon as possible
- Activity rate: 100%

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

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.