

Assistant Relationship Manager

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| Location | Geneva |
| Start date | Immediate |
| Activity rate | 80% - 100% |
| Reporting line | Head of Wealth Management |

About BCP

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 branches in Luxembourg and in Dubai. More information can be found at <https://www.bcp.bank/en>

About the role

Join a small, dynamic and entrepreneurial team where you will support Relationship Managers in delivering a seamless and high-quality client experience.

As an Assistant Relationship Manager, you will coordinate onboarding, handle client instructions and transactions, and ensure efficient administrative and compliance processes. Acting as a trusted operational partner, you will be part of a team to support 3 Relationship Managers (RMs) in client development and growth, while maintaining the highest service standards.

Key responsibilities

- Prepare and maintain client documentation, including onboarding, account openings & closures, KYC/AML reviews and periodic updates.
- Act as a first point of contact for clients, handling calls, emails, and day-to-day service requests on behalf of RMs.
- Process and monitor client instructions in an accurate and timely manner (securities orders, payment processing, FX transactions, deposits, invoice management, etc.)
- Coordinate client meetings, prepare presentations and investment materials, and support travel and calendar management.
- Assist RMs with investment proposals, portfolio reviews, and trade execution workflows.
- Ensure ongoing compliance with internal policies and regulatory requirements, supporting risk monitoring and process controls, particularly at the transactional level.
- Maintain CRM and client databases, ensure documentation quality, and liaise closely with Operations, Compliance, and other internal stakeholders.

Your profile

- Completed banking apprenticeship or equivalent education in finance/business.
- 3–5+ years of experience in a similar Assistant Relationship Manager or client servicing role within a Swiss bank or wealth management environment.
- Solid knowledge of private banking operations and client lifecycle processes (onboarding, transactions, documentation, account maintenance), knowledge of Trade Finance is a plus.
- Good understanding of regulatory and compliance requirements (KYC/AML, cross-border rules, PEP, FATCA/CRS), including for commercial clients.
- Strong organizational skills with high attention to details and accuracy in execution.
- Service-oriented mindset with the ability to manage multiple priorities in a fast-paced environment.



- Reliable and committed to the highest standards of ethics and confidentiality.
- Team player with the ability to work autonomously and collaborate effectively with RMs and internal stakeholders.
- Fluent in English and French; additional languages are an asset.
- **Swiss residency mandatory.**

* What we offer

- A dynamic and multicultural work environment.
- An inclusive culture where empowerment and creativity are encouraged.
- A competitive compensation package.
- Work from home (one day per week).

Application process

Please submit your résumé via [JobUp](#) or [LinkedIn](#).

Response timeframe

If you do not receive a response from us within **three weeks**, please consider that your application was not selected for this position. We appreciate your understanding.

Privacy notice

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