

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.

To strengthen our **Documentary Credits division**, we are currently looking for a

Documentary Credits Officer

MAIN TASKS

- Handle and ensure timely, precise and efficient execution of customers/correspondents' instructions in relation with all documentary credits transactions and instruments (Import & Export L/C, Inward & Outward documentary collections, Commercial guarantees, etc.), as well as the transactions related to non-clients business, with colleagues' or supervisors' support, if needed.
- Give technical advice and support to customers and Relationship Managers, as well as to the Financial Institutions division's colleagues.
- Maintain regular and professional contacts with customers in co-operation with the Relationship Managers.
- Communicate efficiently and timely, in particular inform the Relationship Managers of any changes incurred in their customers' positions as a result of documentary transactions.

REQUIREMENTS

- Mandatory or secondary school diploma (CFC banking, Maturity, etc.)
- **At least 5 years** of relevant documentary credits experience within a bank with a recognized Commodity Trade Finance profile.
- Excellent technical knowledge, both theoretical and practical, of all documentary transactions.
- Appropriate awareness of the related rules in this sector of activity.
- Well organized, able to prioritize and work with minimum supervision.
- Good communication skills, fluent in French and English, both written and spoken.
- Precise, accurate, conscientious, detail-oriented.
- At ease with IT tools.
- Good team player.
- At ease working in a fast moving and international environment.

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**).

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.