



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 branches in Luxembourg and Dubai. More information can be found at www.bcp-bank.com.

For our **Banking Operations division**, we are currently looking for a

MONEY TRANSFERS OFFICER

PURPOSE OF THE ROLE

- ✓ Ensure proper execution of all incoming, outgoing and internal payments for customers and the Bank (standing orders, credit cards).
- ✓ Input or control or validation of payments in the appropriate system.
- ✓ Manage credit cards: issuing, cancellation and payments.
- ✓ Act as a back-up for investigations tasks and follow-up.
- ✓ Act as a back-up for the cash desk activity.

REQUIREMENTS

- ✓ Bank apprenticeship with CFC or equivalent
- ✓ At least 5 years of proven experience in a similar position, in a Bank
- ✓ Excellent knowledge of bank transfer operations (incoming/outgoing transfers, investigations related to transfers)
- ✓ Good command of GTEExchange (SWIFT + SIC)
- ✓ Knowledge of Apsys is an asset
- ✓ Fluent in French and English, both written and spoken
- ✓ Accurate, meticulous and well organized

OTHER

- 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.