

Client Service Officer

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| Reference | Client Service Officer JC-1329 |
| Department | Patrimony 1873 SA, Corporate Wealth Management |
| Work time percentage | 100% |
| Location | Lugano, Switzerland |
| HR contact | hrrecruitment@efgbank.com |
| Date of publication | 08.10.2018 |
| Deadline of publication | 09.11.2018 |

Main responsibilities

The CSO will support Corporate Wealth Management's unit in all the organizational, operational and marketing related activities:

- Management of administrative tasks linked to Corporate Wealth Management's processes (meetings' minutes, clients' database management, new contracts registration, Patrimony events preparation, etc.);
- Prepare together with the front line pitches to corporate prospect clients;
- Support the front line in arranging activities (family office activities); ie: coordination of professionals selected by the client, etc.;
- Management of marketing activities (company presentations, internet site update, gadgets, etc.);
- Support in the rationalization and development of Patrimony's funds development and distribution;
- Relationship management of some external stakeholder.

Skills and experience

- University educated (commercial apprenticeship in a bank or similar banking-related education to be evaluated);
- Minimum 5 years' experience in banking;
- Solid skills in the usual Office IT applications (Word, Excel, PowerPoint, Outlook);
- Strength in handling administration tasks;
- Proactive attitude and willingness to acquire new knowledge and skills;
- Fluent in Italian and English;
- Ability to work under pressure;
- Team player;
- Flexibility and highly motivated.

Our company

EFG Bank is the Swiss private banking subsidiary of EFG International. Headquartered in Zurich, it has an international network spanning Europe, Asia Pacific and Latin America, and manages assets for private clients all over the world. The bank's services comprise asset management and investment counselling, investment funds, securities brokerage, estate planning and a full array of banking services. EFG Bank offers a stimulating and dynamic work environment.

Application

Should you wish to apply for this position, please send your complete job application by email to hrrecruitment@efgbank.com.

We will only respond to applications with a matching profile.