

For one of our clients, a prestigious Swiss private bank in Geneva, we are looking for a

Senior Assistant - Russian Desk **RUSS / ENG / FR**

Job Description

- Assist the Senior RM with all clients' and accounts' matters
- Meet the clients autonomously
- Prepare and finalize documents for client visits and be the link between the bank and client
- In charge of clients and their accounts: opening and closing accounts, everyday transactions, KYC, compliance
- Manage a portfolio of clients independently and make sure all operations are executed
- Ensure that the proposed products and services maximize the clients' needs, goals and objectives
- Update and keep up-to-date the client database
- Relieve workload off the Senior RM

Our client offers

- The opportunity to join one of the most reputed Swiss bank, proposing private and institutional services
- A stable organization, with long term view and an excellent brand
- A people-oriented environment
- Excellent working conditions

Your profile

- Currently in place within a bank, an EAM, a multi-family office or a financial institute, and interested in joining a first-quality Swiss Bank in order to offer durability, quality and stability to your clients
- At least 5-10 years of successful experience in Private or Investment Banking working with High Net individuals, families or financial institutions
- RUSSIAN mother tongue, excellent French and English
- Very good knowledge of products, services and financial markets
- Entrepreneurial spirit, open to challenges and motivated to develop new skills
- Swiss National or valid C Permit, Swiss Resident

Please contact Marta Buckmaster, Recruitment Consultant, +41 79 109 45 97 or address your application to marta.buckmaster@esa-partners.com

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ESA Partners SA is a Swiss firm, based in Geneva, active in executive & talent search for banks and financial institutions.