



Intern – Wealth Management

Niveau : Stage ou apprentissage

Activité : Bank Syz

Bureau : Geneva

If you are passionate about servicing clients and be part of an innovative environment and future, the Syz Group can bring you what you are looking for.

Working at Syz takes a blend of collaboration, entrepreneurial spirit and willingness to pull together. In return for your talent and dedication, you can expect a fast-paced, stimulating work environment, a flat hierarchy with direct access to senior leaders, a culture hungry for innovation and the opportunity for your voice to be heard and your ideas to be listened to.

Responsabilités principales

You will integrate the front office to support a senior Relationship Manager and its 2 assistants and will have the following responsibilities :

- Management of the payments from A to Z
- Management of FCRM/AML alerts
- Simple Lombard loan renewal
- Basic review (repapering and others)
- Coordination of invitations between clients and the marketing team (invitation cards, follow-up on any required formalities, and post-event actions)
- Client meeting preparation (DPM and advisory)
- Coverage of overdrawn account
- Management of the corporate actions
- Management of the agenda and expenses of the private banker
- Preparation of the business trips
- Production of reference letters
- Support in the Year-end gifts
- Ad-hoc requests

Profil

Education & Experience

- Relevant educational (Banking and/or Finance or equivalent) and professional background (work experience in the financial industry)

Personal and social skills

- Highly service oriented and passionate about client servicing
- Team player with a positive attitude, a collaborative spirit that shows drive and commitment
- Autonomous, multi-tasking, proactive with a strong sense of responsibility, resilient
- Systematic, precise and diligent working style and the ability to perform under pressure
- Always communicates in a friendly, competent and professional manner
- Reliable and willing to find solutions
- Trustworthy and discreet personality with high level of risk awareness
- Personal integrity and ethical behavior

Technical skills

- At ease with IT systems and data management