



## Intern – Wealth Management

Livello di esperienza : Stage ou apprentissage

Attività : Bank Syz

Ufficio : Geneva

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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.

## Le sue missioni

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

## Il suo profilo

### 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