



Operations Specialist

Experience level : **Intermediate**

Entity : **Bank Syz**

Office : **Geneva**

Ensure appropriate processing of all transactions linked to Securities Transfer and Settlement.

Ensure transactions are processed according to the defined standards in terms of quality and timing.

Key responsibilities

Job description / key responsibilities of the team:

- Cash payments processing and investigations management
- Forex and fiduciary trades monitoring & processing
- Internal and external cash deposits management
- Securities settlement monitoring
- Securities Transfers management
- DVP/RVP trades settlement
- Derivatives processing
- Crypto currency trades monitoring & processing

Primary tasks:

- Securities transfers processing & monitoring – Incoming & Outgoing
- Securities positions realignment
- Regular contacts with Relationship Managers and external counterparties to ensure proper follow-up

Secondary tasks:

- Derivative trades processing
- Stock exchange trades settlement
- RVP-DVP trades invoicing & settlement

Your profile

Professional experience

- Minimum 3 - 5 years of experience in banking operations or financial related institution (Back or Middle Office) including Securities Transfers and Settlement processing expertise

Professional competencies:

- Strong knowledge of Cash & Securities products and transactions
- Understanding of front-to-back processes with a good knowledge of transactional processes
- Equipped with global knowledge in the following areas: Securities transfers & Settlement, Derivatives products, Cash processing

- Equipped with good knowledge in the following areas: economic transfers & settlement, contract products, cash processing

- Strong knowledge of Excel application formatting and formula

Personal competencies:

- Highly motivated, curious, autonomous and proactive
- Good analytical skills & problem solver
- Very good learning and adaptation skills with the ability to prioritize
- Attention to detail and strong accuracy
- Flexible and ability to work in a multi-tasking and demanding environment
- Good team player

Language requirements:

- Fluent in French and English (both oral and written)

IT Skills:

- SWIFT Messaging systems
- Working knowledge of Microsoft Office and Advance Excel knowledge is mandatory
- G2 suites knowledge is a plus

Education:

- CFC, Maturity or above