



Joining Mirabaud, means entering an entrepreneurial and innovative environment. With the 7th generation of the Mirabaud family working within the bank, the culture is that of a family business. With over 750 employees based in 10 countries worldwide, Mirabaud offers opportunities to develop one's career across an international network of 16 offices.

Central File Officer

Fixed term contract (9 months)

A day in your future job:

- Ensuring the opening, updating and closing of client relationships in the various Bank's informatics systems;
- Analysing the account opening documentation and its correctness with regard to COB;
- Management of e-banking accesses (issuing letters, issuing access cards, integrating letters in the client's e-banking, etc.);
- Carrying out legal researches and drafting certificates, reference letters, etc., in collaboration with the Legal Department;
- Scanning the documentation;
- Ensuring the link with the Front Office by providing answers to their questions/problems (mainly from the Front Office);
- Managing Central File Archives ;
- Managing Central File's counter (documents reception, client's signature controls, answering questions, handling files for consultation, etc.);

Your assets to succeed:

- High School diploma or CFC at minimum ;
- 2-3 years' experience in a similar role within a bank in Switzerland;
- Extensive experience with banking IT systems;
- Good resistance to stress;
- Good interpersonal skills and diplomacy;
- Work methodology and organizational skills;
- Fluent in French and English, other languages an asset.

Jump on the boat!

- Family-friendly and dynamic environment;
- Direct impact on the business, no matter your position or seniority;
- Work in an environment that encourages autonomy and entrepreneurship;
- Flexible working arrangements to help you achieve a better work-life balance;
- Variety of cultural and sporting activities during your free time;
- Inclusion and equal treatment;
- Various employee benefits & family friendly benefits.



Apply now: recrutement@mirabaud.com

Notes:

- *Only candidates selected for an interview will be contacted. Many thanks for your understanding.*
- *We will not accept any CVs from agencies.*