

Private Banking Assistant

Banque Havilland offers traditional Private Banking Services to High Net Worth Individuals and Families across the globe. The Bank is committed to providing clients with a highly personal and professional service in all aspects of its operations. The success of this strategy is ensured through our team of highly dedicated employees who contribute to a strong service and client oriented culture.

The Bank's aim is to enable individuals and families' wealth to safely thrive, to help them fulfil their goals and realise their ambitions for themselves and for the next generations.

We are currently looking for a **Private Banking Assistant** (permanent contract, 100%) to join Banque Havilland (Liechtenstein) AG, Vaduz, Zweigniederlassung Zürich.

Banque Havilland (Liechtenstein) AG, Vaduz, Zweigniederlassung Zürich originates from the fusion by absorption of Banque Havilland (Suisse) S.A. by Banque Havilland (Liechtenstein) AG in 2022. The primary regulator of the Zurich Branch is the "Swiss Financial Market Supervisory Authority" (FINMA).

Key responsibilities

- Support of Relationship Managers as a member of the Assistant Pool Private Banking
- Receiving and proceeding orders (stock orders and/or money market orders)
- Monitoring and settlement of money market maturities
- Proceeding and settlement of forex transactions
- Settlement and AML clarification of payment transactions,
- Support in connection with internal and external clients requests in German and English
- Support of account openings and closings
- Coordination of appointments and preparation of client visits
- Support in E-Banking Services
- Ensuring ongoing respect for risk policy, compliance laid down by the authorities
- Ensuring that all rules laid down by the Bank whether in the area of delegation, expansion, general expenses, etc. are respected
- Contributing to increase the Bank's skills and work methods

You have

- Bachelor's degree in finance, business administration, economics, or a related field.
- Prior experience of 2-3 years of working within a similar function
- Good knowledge of financial products and banking
- Good wealth management knowledge
- Good understanding of the banking environment
- Good knowledge of current computing tools
- Strong attention to detail and accuracy in handling financial data
- Good language skills (German & English – other languages are a plus)

You are

- Able to handle sensitive situations and confidential information
- Able to work with pressure while maintaining high accuracy and quality standards
- Team player with the ability to collaborate effectively with colleagues

We offer

Banque Havilland was founded in 2009 and currently employs around 180 employees from all over the world. The bank is headquartered in Luxembourg and has presences in Monaco, Liechtenstein, Dubai and Zurich. We offer a pleasant and collaborative working atmosphere in a truly multicultural environment.

We believe that diversity & inclusion contribute towards increasing the collective performance of the bank. We are committed to creating a culture of inclusion that encourages individual development with equal opportunities for all.

We value empowerment, fairness, integrity and diligence, and your personal development is our priority.

If you are interested in taking this challenging opportunity, please send your application (cover letter, CV, supporting references) to the following e-mail address: **HR@banquehavilland.ch**.

Only shortlisted candidates will be contacted by our HR team.

The personal information you provide in your job application will be treated confidentially at all times and only disclosed to the employees involved in the recruitment process.