



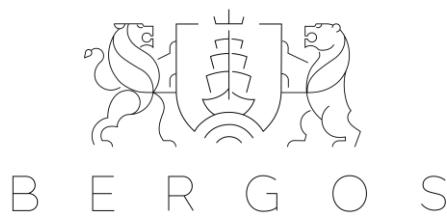
B E R G O S



JOIN US!

ASSISTANT PRIVATE BANKING

DETAILS



ABOUT US

Bergos is an independent Swiss Private Bank with headquarter in Zurich. We have a clear focus: to protect and grow our clients' wealth. We believe in a holistic approach that views our clients as individuals within the broader context of their lives, taking into account all relevant aspects and their interconnections. We provide innovative solutions tailored to the specific needs of private and institutional clients.

WE ARE LOOKING FOR AN ASSISTANT PRIVATE BANKING 100% (ZURICH / GENEVA)

Are you looking to join an independent Swiss Private Bank and thrive in a professional and collaborative environment? As we continue to grow, we are seeking a dedicated and motivated professional to join our team as Assistant Private Banking.

YOUR RESPONSIBILITIES

- Receipt, placement and monitoring of stock exchange orders
- Checking and execution of payment orders and disposition of client accounts
- Supporting the opening of accounts for individuals and legal entities
- Assistance in the preparation of investment proposals
- Independent processing and answering of customer inquiries in English
- Providing comprehensive support to two Relationship Managers
- Coordination of appointments and events, including pre-and post-processing
- Revision and adaptation of customer presentations and mailings

ABOUT YOU

- University degree or commercial training, banking apprenticeship an advantage
- 3+ years of experience as an Assistant in Private Banking
- Very good oral and written English skills, German language skills are an asset
- Strong understanding of customer service and high-quality orientation
- Independent, reliable, efficient and accurate way of working
- Collegial, open-minded and discreet personality

WHAT WE OFFER

- A professional and collaborative working environment within an independent Swiss Private Bank
- Short decision-making processes and a collegial, respectful workplace culture
- A varied and responsible role with a high degree of autonomy
- Attractive employment conditions and benefits
- Opportunities for professional growth and development in a dynamic environment

If you are interested in this opportunity, we look forward to receiving your complete application documents at personal@bergos.ch.