



BANQUE DE COMMERCE ET DE PLACEMENTS

Established in 1963 as a Swiss bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates branches in Luxembourg and Dubai. More information can be found at www.bcp-bank.com.

To strengthen our **Commodity Trade Finance (CTF)** department, we are currently looking for a

COMMODITY TRADE FINANCE - TRANSACTION MANAGER

PURPOSE OF THE ROLE:

Reporting to the Group Head, the role of the Transaction Manager is to ensure the day to day management and monitoring of the Commodity Trade Finance operational transactions of the assigned clients' portfolio in pairs with the Relationship Managers (RMs) and in conformity with the approved limits and conditions. The responsibility covers all types of commodities:

- Manage and execute daily Commodity Trade Finance (CTF) transactions in coordination with the Relationship Managers (RMs).
- Transactional follow-up of a Clients portfolio.
- Monitor the clients' margins and transactions.
- Create and keep duly updated a transaction file with all information related to each transaction.
- Update the client positions in the Bank's system on a daily basis.
- Contribute to the preparation of the Credit Approval Forms (CAFs) for existing and new customers.
- Maintain excellent contacts with clients and contribute to the development of the relation while responding to client inquiries and guarantying high quality of service.
- Work in close collaboration with the RM and participate to client meetings, whenever required.
- Coordinate all the legal and compliance issues between the client and the Bank, on the transactional level.

REQUIREMENTS

- University degree in Economics or qualification considered equivalent
- About 7 - 8 years + of similar experience in transaction Commodity Trade Finance, in a bank
- Strong technical knowledge in Commodity Trade Finance activities
- Good knowledge of banking products in general
- Risks structuring approach
- Entrepreneurial and analytical spirit
- Computer literate with excellent command of MS Office applications
- Fluency in English; other language being an asset
- Client focused
- Excellent communication and social skills
- Team player – good cooperation/interpersonal skills
- Very good organization and administrative skills
- Ability to cope with stressful situations and dealing with complaints from customers
- Ability to adapt to different cultures
- Dynamic, accurate
- Swiss national or valid swiss working permit

OTHER

- Location: Geneva
- Starting date: Immediate
- Activity rate: 100%

Please send your complete application file (**cover letter, CV, work certificates and diplomas**).

Please kindly note that with no answer from us within 3 weeks, you can consider that your candidacy was not selected for this position. Thank you for your understanding.