BANQUE DE COMMERCE ET DE PLACEMENTS

Established in 1963 as a Swiss bank, Banque de Commerce et de Placements – BCP – specializes in two well-established core business segments - Commodity Trade Finance and Wealth Management - complemented by tailor-made expertise in Treasury & financial products. The Bank enjoys a solid reputation as a top quality service provider in all of these banking fields and offers its commercial, private and institutional clients a full range of services tailored to their needs. BCP is headquartered in Geneva with branches in Dubai and Luxembourg. More information can be found at www.bcp-bank.com.

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

TRANSACTION MANAGER

PURPOSE OF THE ROLE:

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 conformity with the approved limits and conditions. The responsibility covers all types of commodities.

The main tasks and responsibilities include:

- Execute daily transactions within the approved limits, terms and conditions.
- Follow-up the transactions, the execution of payments, verify the collaterals, collect and prepare the transactional documentation.
- Monitor clients' margins and transactions.
- Update of the client positions in the Bank's system on a daily basis.
- Contribute to the preparation of the Credit Approval Form (CAF) for existing and new customers.
- Coordinate all the legal and compliance issues between the client and the Bank, on the transactional level.
- Work closely with the CTF Relationship Managers by supporting them in the management of peripheral tasks related to the activity and also interact with Credit department.
- Participate to client meetings, whenever required.
- Respond to client inquiries and contribute to excellent clients' relations and quality of service.

REQUIREMENTS

- University degree in Economics or qualification considered equivalent
- Minimum 6 years of relevant experience in a similar position in a bank
- Strong technical knowledge in Commodity Trade Finance activities
- Good knowledge of banking products in general
- Risks structuring approach
- Customer-oriented mindset
- Excellent communication, listening and social skills
- Team player – good cooperation/interpersonal skills
- Problem-solving attitude
- Ability to adapt to different cultures
- Good organization and administrative skills, accurate
- Fluency in English; other language being an asset
- Computer literate with excellent command of MS Office applications.

OTHER

- Location: Geneva
- Starting date: As soon as possible
- Activity rate: 100%

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

Please kindly be informed that, we will only reply to candidates whose profiles are completely in line with our needs. If you do not hear from us within 3 weeks, please consider that your candidacy was not selected for this position.

Thank you for your understanding.

Geneva, December 4th, 2019