

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 a branch in Luxembourg and a representative office in Dubai DIFC. More information can be found at www.bcp-bank.com

To help us enhance our brand presence and communications strategy, we are currently seeking a dynamic and creative

Head of Communications division

PURPOSE OF THE ROLE

You will lead the internal and external communications of the Bank under the supervision of the Head of Department. In this role, you will play a key part in building, promoting and disseminating BCP's overall image, identity, values and ambitions both internally and externally.

KEY RESPONSIBILITIES

- Design, develop and enrich internal and external communication materials, including presentations, annual report and other marketing documentation, to support Bank's objectives
- Maintain and protect the Bank's image by overseeing its visual identity
- Create, edit, and distribute impactful communication content across various platforms, such as press releases, newsletters, social media channels, annual reports, marketing materials and the Bank's website
- Collaborate with cross-functional teams to ensure consistent messaging, branding, and visual identity
- Organize and coordinate events and promotional activities
- Manage relationships and contracts with external communication agencies, journalists and business partners
- Support the CEO and other departments in their communication and reports to staff, management and Board of Directors (BOD)
- Prepare agendas and minutes for Departmental Committee meetings
- Review and edit management reports for the BOD ahead of their meetings
- Support the Bank's credit rating process, by preparing various presentations
- Maintain a digital library of all communications tools, videos and images

REQUIREMENTS

- University degree in Communications, Public Relations, Finance or related field
- At least 5-7 years of proven experience in a similar role, in a banking or financial environment
- Strong written and verbal communication skills in both English and French
- Exceptional writing, editing, and proofreading skills
- Ability to communicate clearly and concisely
- High attention to detail and accuracy
- Strong interpersonal skills and the ability to build relationships with key stakeholders
- Hands-on, resourceful and solution-oriented
- Strong organizational skills with the ability to handle multiple tasks and deadlines
- Proficiency in MS Office Suite
- Experience with design software (Adobe Photoshop, Illustrator, InDesign) and social media management tools
- 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**).

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