



Client Management (M/W/D) ZURICH / GENEVA

Référence : 2026-02446

Festanstellung

Schweiz

Asset Management

✓ Datum der ersten Veröffentlichung : 22/07/2026

✓ Ort : Schweiz

✓ Tätigkeitsfeld : Asset Management

✓ Vertragsart : Festanstellung

Beschreibung des Unternehmens

YOUR TEAM AND YOUR ENVIRONMENT

The Target Sales team in Switzerland is made up of 2 Salespeople based in our Zurich and Geneva offices. A dynamic team dedicated to promoting ODDO BHF products in both traditional and unlisted asset classes. Your workplace will be either in our Geneva office or in our Zurich office.

Stellenbeschreibung

YOUR DAILY

Within the Sales department of ODDO BHF Asset Management, you will join the Sales team and report to the Sales Managers in Switzerland. ODDO BHF Asset Management is present in all wholesale client sub-segments (Private Banks, Family Office and Independent Asset Managers...) and works with the main institutional clients.

Your main missions will consist of:

Sales support

- Work closely with Sales to prepare for client meetings by gathering relevant information on ODDO BHF Asset Management's investment solutions from the management teams
- Manage client requests in a reactive manner
- Monitoring and improving KPIs/activity management charts (flows, pipeline, opportunities, trends, etc.)
- Support client services based in other international offices on transnational projects
- Management and organization of client events in Switzerland (group lunch/networking/conferences) in Zurich and Geneva. Coordination with the events team

Management and follow-up of clients (institutional and distributors)

- Setting up management agreements with new Institutional or Distributor clients
- Coordinate updates of legal and regulatory documents related to mandates and dedicated funds
- Management of contracts for distribution agreements in collaboration with the legal department
- Control of the adequacy of client files with internal procedures

Follow-up of the activity in Switzerland

- Responsible for the management of the CRM and the evolution of the tool
- Follow-up of transaction flows
- Reconciliation of positions according to the information provided by the customers

THE SKILLS YOU WILL DEVELOP

As a member of the Swiss sales team, you will be involved in every stage of the sales relationship, with your primary focus being to help the sales team strengthen relationships with our clients and prospects. You will assist the Swiss sales team in meeting the needs of clients and in developing tailored investments solutions to meet the needs of a diverse range of professional investors.

This role will allow you to develop the following skills:

- Develop a 360° view on the management of a management company
- In-depth knowledge of the industry and the different asset management expertise (equity, bond, diversified management, private equity)
- Deepen your knowledge of the various professional client segments (pension funds, insurers, banks, family offices, etc.)
- Develop your versatility and your ability to review priorities on an ongoing basis
- Improve your ability to manage different projects in parallel

Anforderungsprofil

YOUR REMUNERATION

We offer you a salary adapted to your profile and skills. This remuneration is based on a fixed component, a discretionary bonus subject to individual arbitration at the end of each year.

Our ambition is to attract and develop the best talents by offering them the opportunity to become shareholders in the Group alongside the Oddo Family, who together hold 90% of the capital. We are committed to aligning our interests and values with our clients and partners.

REQUIRED SKILLS

- Team player with excellent interpersonal and service skills, solution-oriented and proactive
- High attention to detail and compliance requirements
- Knowledge of process management and implementation of control structures
- Fluent in French and/or German, excellent command of English

WHY ODDO BHF?

At ODDO BHF, we are privileged to have more than 60,000 clients, institutional investors, companies, distribution partners and large private clients, whose financial assets we advise, manage and invest. Our mission is to make them grow through our four business lines: Private Banking, Asset Management, Corporate and Investment Banking, and Banking Services and Technologies.

Our European roots, entrepreneurial spirit and wide range of expertise enable us to offer unique professional experiences through a variety of career paths and multiple opportunities for mobility across Europe.

This position is open to people with disabilities. We will support you during the recruitment process and once you have been recruited, to adapt and/or facilitate your life within the company. Do not hesitate to ask questions during the HR interview.