



RELATIONSHIP ASSISTANT 100% (M/W/D)

Référence : 2025-02269

Festanstellung

Schweiz

Private Wealth Management

- ✓ Datum der ersten Veröffentlichung : 12/11/2025
- ✓ Ort : Schweiz
- ✓ Tätigkeitsfeld : Private Wealth Management
- ✓ Vertragsart : Festanstellung

Beschreibung des Unternehmens ABOUT US

ODDO BHF is a Franco-German-Swiss financial group with French and German roots dating back to over 150 years and Swiss roots originating in 1780. It is owned by Philippe Oddo and his family, by employees and by long term partners.

With 3,200 employees and more than EUR150 billion in client assets, ODDO BHF has three main business lines, based on a strong investment in market expertise: private banking, asset management and corporate and investment banking.

In addition, ODDO BHF has strengthened its presence in Switzerland in 2021 with the acquisition of Landolt & Cie SA, increasing its presence in French speaking Switzerland.

ODDO BHF Switzerland is developing quickly and has the ambition to attract the best talents in order to contribute significantly to the Group's growth.

YOUR TEAM AND YOUR ENVIRONMENT

ODDO BHF is growing rapidly and aims to increase its workforce in Geneva and become a major player in the Group's growth. In this role, which involves a wide range of PWM assistant duties in Geneva, you will be responsible, alongside the Geneva-based team, for monitoring and managing the administration of local PWM clients.

Stellenbeschreibung

THE SKILLS YOU WILL DEVELOP

- Support the RMs in organizing and implementing the acquisition process and in managing existing clients
- Prepare and review account opening documents and internal forms
- Coordinate with internal departments (account management team, portfolio management) and the RMs
- Assist the RMs in preparing/monitoring and implementing strategic product and sales campaigns
- Participate in projects to develop the range of services
- Receive and execute client orders (foreign exchange and securities transactions, fiduciary investments, payment orders, credit applications, etc.)
- Handle all correspondence
- Support the RMs in all defined daily tasks

Anforderungsprofil

YOUR REMUNERATION

We offer you a remuneration package tailored to your profile and skills. This remuneration is based on a fixed salary, a discretionary bonus that is subject to individual arbitration at the end of each year and the possibility of becoming a shareholder.

Our ambition is to attract and develop the best talent 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

- Bachelor's degree from a business school, bachelor's degree from a university or master's degree (currently studying or already obtained) in economics and/or finance
- Administrative experience in PWM and in relations with domestic and international UHNWI clients is a plus
- Compliance with regulatory requirements in the performance of the above duties
- Desire for personal and professional development
- Ability to prioritize tasks in a focused manner
- High level of commitment
- Strong desire to serve clients, colleagues and superiors and sense of teamwork
- Proficiency in MS Office and relevant banking systems
- Fluent in English and French, German is a plus

Based on your knowledge and experience we are eager to grow the fields of your responsibilities over time. Our motto, "Make Everyday an Opportunity" applies fully to this function.

We are committed to ensuring equal opportunities. Diversity is one of the keys to our past and future success and we fully support it.

We do not accept applications from employment agencies.

