

## Client Administration & Compliance

**We are looking for an experienced Client Administration Specialist to support our Compliance Team.**

If you're seeking a career that holds potential for growth and development, Kaleido invites you to embark on a rewarding journey together. At Kaleido, we're foremost looking at attitude, character, and motivation, at the individual personality level, to match our culture of forward-looking, innovation and excellence-seeking minds.

### DO YOU HAVE WHAT IT TAKES

- Hands-on attitude, multi-tasking, able to work under time pressure
- Asking if something is not known, analytical way of thinking
- Detailed-oriented, high quality work attitude
- Passion in working with data and numbers
- Team player, communicative, assertive
- Knowledge of legal rules and regulations in Switzerland (such as CDB20, AEoI/QI/FATCA, FinSA) and client data management
- 2-5 years practical experience in the Banking Industry
- Knowledge of the FINNOVA banking system is an advantage
- Languages: German/English spoken and written

### RESPONSIBILITIES

- Maintaining the Bank's client master data in the core banking system FINNOVA
- Preparation and processing of client related documents for digital and physical archive
- Administrating and organizing the Bank's physical and electronic archives
- Reviewing client related documents (account opening forms and contracts, KYC), during onboarding, change of circumstance and in periodic reviews for accuracy and completeness
- Performing Compliance controls (due diligence checks on clients and related parties)
- Supporting the preparation of client files to support requests from private individuals, auditors or regulatory authorities (provision of data and documents)
- Supporting activities related to data protection regulations
- Contributing to data management or compliance-related projects

# KALEIDO

## **ABOUT KALEIDO:**

As a boutique private bank for forward-looking minds in the heart of Zurich, we are reshaping wealth management. Like a kaleidoscope, we craft a unique image and offer for each client - skillfully combining our banking know-how, technology, and networking expertise. Our hand-picked team of professionals makes private banking exciting and lively every day.

Are you interested in working with us? We would be happy to receive your full application documents to the following Email-Address of:  
[recruiting@kaleidoprivatbank.ch](mailto:recruiting@kaleidoprivatbank.ch)

**If you have any questions, please do not hesitate to contact us.**

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