

Schroders with headquarters in London employs over 4100 talented people worldwide, operating from 41 offices in 27 different countries across Europe, the Americas, Asia and the Middle East, close to the markets in which we invest and close to our clients. Schroders has developed under stable ownership for over 200 years and long-term thinking governs our approach to investing, building client relationships and growing our business.

Schroders in Switzerland is a renowned Financial Institution with around 380 employees located in Zurich and Geneva. For our private clients we provide tailor made investment solutions and complementary financial services. On behalf of institutional and retail investors, financial institutions and high net worth clients from around the world, we invest in a broad range of asset classes across equities, fixed income, multi-asset and alternatives. We also specialise in providing high-quality private equity solutions to our clients.

For our Client Data & Document Team in Zurich, we are looking for a

## Client Data and Documentation Specialist

### Job specification

- Opening of new customers, portfolios and cash accounts
- Data maintenance on customer, portfolio and cash account level, including debit/credit interest amendments as well as account capitalisation
- Maintenance of client statements
- Maintenance of portfolio fees, including set up for Independent Financial Advisors and special fee setup
- Setup of new custodians, brokers, correspondent banks and data maintenance in general
- Organising and processing of mass mutations
- Daily data change log controls
- Formal review of client documentation received from the Formalities Control & Support Team with regard to regulatory compliance for clients booked in Switzerland (4-eyes-check)
- Scanning of documents and electronic archiving
- Physical archiving of documents, managing physical client files for new, existing and closed clients

### Required profile

- Bank apprenticeship or similar education
- Several years of experience in a Bank working with client data and documentation
- Solid knowledge of regulatory requirements with regard to Swiss clients covering CDB, FATCA and Common Reporting Standard (CRS)
- Profound knowledge of Microsoft Office tools
- Experience related to electronic and physical archiving of client documentation
- Fluent in German and English, additional languages are beneficial
- Efficient, enthusiastic, resilient and a team player
- Highly service and client oriented
- Ability to work under pressure and with a great level of flexibility

**We offer** a challenging, diverse and supportive working environment as well as modern employment conditions in an international, dynamic and entrepreneurial business. The office is located only 5 minutes from Zurich Hardbruecke station.

Please [apply online](#), with your complete application. Only direct applications will be considered.

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