



The swisspartners Group is an independent Swiss financial services provider that has been dedicated to the needs of its international private clients for 25 years. "Assets in trust" was the motto when the company was founded. At the Zurich, Geneva, Vaduz and Feldkirch locations, around 120 employees develop and market individual and tailor-made solutions in traditional asset management and comprehensive asset structuring.

swisspartners Marquard Heritage AG is specialized in trust solutions. For our international high net worth clients we design and realize customized and innovative wealth planning structures. To strengthen and support our international trust team in the heart of Zurich, we are looking for someone with a dedicated, initiative and experienced personality as

Compliance Officer 100% (m/w)

Your tasks

- Design, adapt and implement Compliance relevant processes and policies according to the applicable legal and regulatory framework
- Organize and carry out staff trainings on Compliance topics such as: AML, PEP, KYC, Cross Border, AEoI, FATCA, etc.
- Provide advice and guidance to employees and management in daily Compliance matters
- Quarterly compliance reports to board and management
- Ensure and perform transaction monitoring according to the applicable AML regulations and subsequently develop and adjust its processes and policies
- Support the company in document management issues (drafting / up-dating client facing documents)
- Support different Compliance driven projects such as AEoI, CRM, ICS, other local or group compliance related projects
- Coordination and management of external audit

Our requirements

- 3-5 years' experience in different Compliance areas e.g. AML, KYC, AEoI, FATCA acquired in a Swiss based private bank or wealth management company
- Professional qualification (Master or Bachelor in law or business administration). Desirably with additional specific compliance and / or STEP education
- Familiar with SRO specific regulation related in particular to the fiduciary business
- Fluent written and spoken English and German are required; additional languages such as Russian or Spanish are an asset
- A person with high integrity, who is reliable, stress resistant and self-motivated
- Good interpersonal and communication skills, combined with a flair for relationship building in order to liaise with all levels of employees
- Pronounced problem solving and analytical skills along

Are you enthusiastic about this task? Then we are eagerly awaiting your complete application including photo.

We only accept applications under the following links:

[link for applicants](#)

[link for recruitments agencies](#)