



MKS (Switzerland) SA is a precious metals and financial services company part of the MKSPAMP GROUP specializing in all aspects of gold and other precious metals processing and trading. It develops and maintains long-term relationships and offers a wide range of services in those markets. MKS draws from more than 60-years of experience.

Networked through modern communications systems between its various offices worldwide, MKS is closely involved in the latest gold and price developments throughout the world, 24-hours a day. With its direct involvement in the physical precious metals market, and through its subsidiary refinery, PAMP SA, MKS maintains a thorough understanding of the industry, as well as consistently high-quality products and services.

Moreover, the Group is headed by an uncommonly experienced team of precious metals professionals, with over 700 employees worldwide and more than 15 offices on five continents. As market leader, MKS remains on the pulse of the global gold business, advising the financial services industry on the commodity that lies at the heart of our monetary system.

To reinforce our team in Geneva, we are looking for a proactive and dynamic

Junior Operator - Back and Middle office

MISSION

The Back and Middle office Operator's mission is to ensure qualitative and proactive support in the Middle and Back office departments of our Company, by performing precise back office transactions and analysis to help monitor, control and reduce main risks exposures in a risk-averse environment while ensuring effective liaison among internal departments.

Main activities and responsibilities:

Middle Office tasks

- Operational support and trade data input integrity and accuracy monitoring in the Trading and Risk Management IT System (FINDUR)
- Trading and credit limits control and related procedures setup
- Interests calculations
- PL and positions monitoring & analysis
- Market data control and analysis
- Master data setup and analysis
- Client statements analysis and explanation

Back Office tasks

- Monitor and reconcile Nostro bank Accounts
- Check outgoing payments currencies / metals generated by the systems

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An MKS PAMP GROUP Company



- Check incoming payments currencies / metals generated by the systems,
- Reconcile futures statements,
- Match trade confirmations (sent and received),
- Book interests and bank charges based on bank statements received,
- Process intercompany payments requests and provide advice on them.

Processes improvement

- Daily collaboration and liaison with FO, BO, Legal, IT teams and update on payments and trades,
- Improvement proposals
- Internal Procedures and processes reviewing and documenting

To take up this challenge, you will have the following profile:

Education and experience:

- Master's degree in economics, finance or another relevant field.
- 1-2 years of work experience in a similar position, preferably in commodity trading institutions.

Qualifications and skills:

- High drive, self-motivated and willing to learn,
- Ability to work autonomously,
- Knowledge of a CTRM application (Findur, Allegro, Calypso, Commodity XL, etc.)
- Excellent interpersonal skills and customer orientation,
- Agile and flexible mindset, reactive to requests,
- Excellent organizational skills and attention to detail.
- Ability to interact with colleagues of diverse cultures; respect for diversity.
- Good MS Office skills; proficiency in Excel is required.
- Proficiency in spoken and written English and French is required; knowledge of other languages is an asset.
- Swiss or EU national or holder of a valid Swiss work permit.

If you recognize yourself in this profile, and would like to join a young, multicultural, motivated and dynamic team with excellent values, we are eager to receive your application until **30 April 2019**.

The successful candidate will be expected to take on the position immediately or on a date to be agreed upon.

To apply, please upload your full application file (CV, motivation letter, diplomas and work certificates) on the following platform: <https://www.jobup.ch/fr/emplois/detail/1602162/>