

<https://fintechnews.ch/job/assistant-relationship-manager-dlt-corporate-clients-100-at-sygnum-bank/>

## Assistant Relationship Manager DLT & Corporate Clients (100%) – Zurich

### Description

Are you a people person? Do you have a strong interest in relationship management and business development? Do you want to work daily with the leading digital asset companies in the industry and understand how these projects operate internally to transform the future of finance?

Sygnum Bank is looking for an Assistant to Relationship Manager with interest about the digital assets space to join our Corporate Clients team to strengthen our relationships with DLT and technology companies.

### Responsibilities

- You will actively support the Relationship Management team in the day-to-day business and assist in the preparation of client visits as well as the management of client dossiers
- You will be in telephone, e-mail, and face-to-face contact with our valued corporate clients
- You will be involved in the onboarding process, the initiation and monitoring of transactions, meetings with prospective and existing clients, as well as in various other processing and trouble-shooting cases
- You will also have the opportunity to work on projects and get to know various internal interfaces through active collaboration
- Support on the client onboarding process together with internal stakeholders (Legal & Compliance, Operations) and external service providers
- Processing fiat and digital asset transactions as well as post transaction AML monitoring.
- Update and maintain the CRM for accurate recordkeeping of all relationships

### Qualifications

- A completed apprenticeship or Bachelor's degree in a position relevant field
- You have at least 1-2 years of experience in client servicing/customer care of private or institutional clients within a (Swiss) financial institution
- Experience in onboarding clients (private clients and legal entities) and familiarity with the Swiss banking regulations and onboarding documents, in particular CDB 20
- Previous experience in working with core banking systems, in particular Finnova is a plus
- Curiosity and enthusiasm to get to know the world of Digital Assets and gain expertise in our product and service offerings
- Goal and results oriented with an entrepreneurial mindset, able to work independently and under pressure
- Language skills: fluency in English is mandatory, good level of German is advantageous

### Hiring organization

Sygnum Bank

Sygnum Bank is the world's first regulated Digital Asset Bank and a digital asset specialist with global reach. With Sygnum Bank AG's Swiss banking licence, as well as Sygnum Pte Ltd's capital markets services (CMS) licence in Singapore, Sygnum empowers institutional and private qualified investors, corporates, banks and other financial institutions to invest in the digital asset economy with complete trust.

### Employment Type

Full-time

### Job Location

Zurich, Switzerland

### Date posted

August 10, 2022

APPLY