



The Baloise Assurances Group in Luxembourg is hiring, for immediate entry or by arrangement, a:

Account Opening & Commissions Officer within the Middle Office – International Life

Life Insurance business in the Freedom of Services for HNWI clients

Permanent Employment Contract, full-time

You will be integrated in the Middle Office that serves as an important link between the front office and the back office departments and is playing an active role in maintaining the quality of the different services. The Middle Office takes care of all customer inquiries (from private clients to business partners) and is in charge of the onboarding of new partners such as f.e. Brokers, Asset Managers and Custodian Banks located all over Europa, Switzerland and Monaco. Furthermore, it ensures the coordination between the different internal departments such as legal, asset controlling, product management as well as the meeting of customer needs and sales enquiries.

Your responsibilities in the group “Account Opening & Commissions” within in the Middle Office department:

- You will be in charge of opening accounts for dedicated funds with our custodian banks (including the entire account opening process and the corresponding communication with custodians, financial managers, internal departments such as legal, operations and commercial services).
- You are part of the onboarding process for new custodian banks.
- You will collaborate strongly with the legal department regarding regulations of the authorities.
- You will also be involved in the creation of databases necessary for mailings and checks to be carried out regularly.
- You participate in projects and take responsibility in different general tasks.
- You will work in a dynamic environment with many development possibilities and within a very multicultural and open team.

Your profile:

- Bachelor Degree min. (economic orientation, management and/or finance) or 10 years' experience in a similar position.
- Knowledge of the financial and/or insurance sector, especially regarding account opening, is mandatory.
- French and English written and spoken is mandatory, any other language such as German is an advantage
- Very strong customer orientation.
- Commitment and autonomy: ability to take charge of problems, find solutions, strength and proactivity.
- Excellent organisational skills and self-organised.
- Rigorous, structured and reliable work methodology.
- Excellent team spirit, availability and flexibility.
- Good knowledge of the Office package.

Your application:

For more details or to apply for the desired position, please visit our website www.baloise.lu/jobs. We will treat your application with the utmost discretion and are available for a personal interview in case you want more information. Baloise – a good choice: With more than 130 years of experience in the insurance, pension and wealth management industry, Baloise Assurances in Luxembourg is firmly embedded in the country's economic landscape and society. We offer a cooperative climate in an innovative work environment driven by strong values, an attractive salary, a continuous development program and numerous fringe benefits.

www.baloise-international.lu

