

Opportunity



Position: Head of Record Management

Location: Zurich

Reference: DA442

Leading a team of Document Management professionals you would be responsible for the day to day management of this key service within an international Private Bank in Zürich. If you are an experienced team leader and document management professional then this could be your next exciting challenge.

Role & Key Responsibilities

- Lead a team responsible for the provision of all the record management, archiving, indexing and classification of associated client documents as part of the private banking process.
- Ensuring compliance to the corporate and legal requirements and guidelines for record and document management.
- Ensuring quality and accuracy is maintained to a very high degree within the team
- Use of the banking and archiving systems and supporting projects improving the processes and systems in the bank relevant to Document Management
- Support the team in their day to day task of filing, scanning and managing aspects of the client communication process.
- Work collaboratively with other areas within the bank to build strong and beneficial relationships.

Requirements

- Team leadership and coaching experience.
- Knowledge of Records Management processes and operations, ideally within a banking or financial services environment.
- Fluent in German and English, French and/or Russian would be an advantage
- Relevant Records Management work experience.
- Excellent IT skills

This could be **your** next, exciting career move. Initiate contact with us by sending your current CV to info@dartexec.com or calling us on +41 44 215 1080.