



**GAZPROMBANK**  
(SWITZERLAND) LTD

## **Letters of Credit & Guarantees Specialist**

### **Job summary**

The position is responsible for the entire spectrum of the Documentary Operations (Letters of Credits, Guarantees, Bonds, Collections, etc.) incl. administration, monitoring and processing, reporting to the Head of Documentary Operations and/or the Head of Credit Administration & Documentary Operations (CA&DO).

### **Main tasks and responsibilities**

- Meet documentary credits operational standards with regard of ICC (Uniform Customs and Practice) contributing documentary credits, collections and guarantees information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying documentary operations system improvements.
- Involvement in the documentary credit approval process by examining applications and supporting documentation.
- Ensure proper documentary credits and guarantee administration by collecting, verifying, and checking of the documentation.
- Monitoring of all obligations, expiry dates, terms of payments, deferred payments based on documentary credits or collections and effecting corresponding payments arising therefrom.
- Ensure correct scheduling and processing of documentary credits and guarantees, collections commissions and repayments.
- Preparation and submission of required reports to the appropriate committees and management of the Bank
- Backup and documentation storage for Documentary Transactions within CA & DO Department.

### **Required Experience / Skills / Qualification**

- Swiss / EU passport or valid Swiss work permit
- Graduate in finance, economics or business related
- Min. 3 years' experience in Documentary Operations, Trade Finance acquired within a Swiss financial institution, preferably including a combination of banking, regulatory and operational tasks together with deep knowledge of international trading, logistics and factoring operations
- Strong communication and analytical skills
- Ability and willingness to work in a team
- Strong excel and financial modeling skills
- Fluent English and German, Russian, Spanish will be an advantage

**We are looking forward to receiving your complete application.**

**Please send it to Ms. Severine Boulard [HR@gazprombank.ch](mailto:HR@gazprombank.ch) with remark "Letters of Credit / Guarantees Specialist".**