

# Partner Servicing Officer – Private Clients

Liechtenstein

## Join our team. Your future starts here.

Swiss Life Group is one of Europe's leading comprehensive life insurance, pensions and financial solutions providers. Within the Group's International Division, Swiss Life Global Solutions offers a broad range of tailored cross-border life insurance solutions to wealthy individuals for a sustainable wealth planning, and to international companies to address the benefits needs of their local and mobile employees.

At Swiss Life, our purpose is to enable people to lead a self-determined life. Join us if:

- You enjoy working in a truly international, entrepreneurial and commercially oriented environment
- You have strong business acumen and are able to think consistently from the customer's point of view
- You are willing to work in an efficient, committed and agile manner, in the best interests of our company
- Collaboration, trust and self-development are key elements for you in your future position

For our Liechtenstein office, we are looking for a Partner Servicing Officer.

### Your Role

As a member of the Partner Servicing team you play an active role in the execution of our Private Clients business on various international markets.

This is a great opportunity for an individual with Customer & Partner-Relation experience within the financial industry.

Reporting to the Head of Operations International, your major responsibilities will be:

- Supporting our international private clients, business partners and our internal sales team;
- Ensuring prompt execution of client/partner queries and solving issues to the high satisfaction of both internal and external stakeholders;
- Ensuring that Swiss Life meets regulatory compliance;
- Dealing with partners' and clients' requests applying relevant AML and KYC procedures;
- Issuing and administering contracts in accordance with procedures and timetables;
- Liaising with external asset managers and custodian banks;
- Supporting the development, testing and integration of the new policy administration system.

### Your Profile

- Fluency in English and German is a must;
- Degree in business, finance, trust administration, legal or economics with professional qualifications will be considered as a strong asset;
- Solid professional client/partner servicing experience in the financial sector preferably in European cross-border insurance business;

- Good understanding of the EU legal and compliance framework applicable to the life insurance sector;
- Ability to comprehend complex cases within a short timeframe;
- High sense of responsibility and ability to work independently;
- Reliable and result-orientated;
- Excellent team player;
- Willingness to actively participate to a fast-changing environment;
- Accuracy and controlling attitude

#### Our Offer

- A permanent employment contract and a varied work in a multicultural and multi-jurisdictional team where you can shape your career
- A company culture characterised by its agility, expert know-how, customer centricity and collaborative mindset
- An attractive remuneration package in line with your position and responsibilities, including fringe benefits such as lunch vouchers, pension scheme and health insurance

#### Your Application

If your ambitions, values and skills match with our expectations, please send your application to [jobs@swisslife.com](mailto:jobs@swisslife.com).

Please refer to our privacy notice ([www.swisslife-global.com](http://www.swisslife-global.com)) for more details about our data protection policy and note that a criminal report will be required in case of hiring.