

Documentary Credits Officer

📍 Location: Geneva | Start date: As soon as possible | Activity rate: 100%

About BCP

Established in 1963 as a Swiss Bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its Banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates a branch in Luxembourg and a representative office in Dubai DIFC. More information can be found at <https://www.bcp.bank/en>

About the role

The Documentary Credits Officer is responsible for processing and executing all types of documentary credits transactions and instruments (Import & Export L/C, Inward & Outward documentary collections, Commercial guarantees, etc.) of an assigned customers portfolio.

Key responsibilities

- Handle and ensure timely, precise and efficient execution of customers/correspondents' instructions in relation with all documentary credits transactions and instruments, as well as the transactions related to non-clients business, with colleagues' or supervisors' support, if needed.
- Give technical advice and support to customers and Relationship Managers, as well as to the Financial Institutions division's colleagues.
- Maintain regular and professional contacts with customers in co-operation with the Relationship Managers.
- Communicate efficiently and timely, in particular inform the Relationship Managers of any changes incurred in their customers' positions as a result of documentary transactions.

Your profile

- Mandatory or secondary school diploma (CFC banking, Maturity, etc.)
- **At least 3 years** of relevant documentary credits experience within a bank with a recognized Commodity Trade Finance profile.
- Good technical knowledge, both theoretical and practical, of all documentary transactions.
- Appropriate awareness of the related rules in this sector of activity.
- Well organized, able to prioritize and work with minimum supervision.
- Very good communication skills, fluent in French and English, both written and spoken.
- Precise, accurate, conscientious, detail-oriented.
- At ease with IT tools.
- Good team player.
- At ease working in a fast moving and international environment.



What we offer

- ✎ A dynamic and multicultural work environment.
- ✎ An inclusive culture where empowerment and creativity are encouraged.
- ✎ A competitive compensation package.

✉ Application process

Please submit your complete application file, including your **cover letter, CV, work certificates, and diplomas**.

📅 Response timeframe

If you do not receive a response from us within **three weeks**, please consider that your application was not selected for this position. We appreciate your understanding.

🔍 Privacy notice

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