Mission

As an intern working in our Zurich-based Pictet Wealth Management – Investment Platform Department you will assist our team of specialists to implement investment policy and adhere to investment processes.

Responsibilities

- Rebalancing portfolios to ensure they comply with the Bank’s tactical investment policy.
- Assisting with the setting up of new client mandates.
- Preparing asset allocation analysis for existing discretionary mandates.
- Checking currency allocations of discretionary mandates.
- Working on specific portfolio management projects and research.
- Preparing client presentations (PowerPoint).
- Preparing different reporting and day-to-day account management / cash management documents.
- Managing and administering client transaction lists, lists of new bond issues and other lists using spreadsheets (Excel).
- Interacting with the investment platform specialists at our Geneva head office.
- Carrying out general administrative tasks.

Profile

- Recently completed or just before completing a bachelor’s degree at a university or university of applied sciences, AZEK or equivalent diploma.
- Previous internships within portfolio management or investment platform.
- In-depth IT knowledge and skilled MS Office user (Word, Excel, PowerPoint, and Access).
- Very good command of German and English; knowledge of French would be an asset.

As the chosen applicant, your feel for the markets, an ability to work independently and a sound knowledge of economic relationships will help you become part of a team of specialists. This team will appreciate your motivation, your desire to provide high-quality service, your joined-up thinking and your capacity to learn quickly. Furthermore, your analytical skills and methodical way of working will ensure that you remain in control, even during more stressful moments. Added to this, your sense of responsibility, excellent interpersonal skills and strong team-oriented approach will enable you to provide the necessary support for our own staff and for our external clients.