

# alphatrust

## Relationship Officer

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### Job brief:

We are now seeking to recruit a Relationship Officer who can make a significant contribution to our private clients retail and wealth management division.

### The Role:

- Servicing and Developing a customer base
- Actively participate in local campaigns including existing clientele
- Prepare reports and documents intended for internal and external use, eg. briefing memos, provide business and marketing support to RMs.
- Provide administrative and documentation support, eg. KYC, on-boarding of clients, liaison with clients and internally on documentation matters
- Assist RMs with resolving blocking points

### Requirements:

- Bachelor's degree with excellent academic record
- Fresh graduates are welcomed to apply. Experience in the field will be a plus.
- Logical thinker with strong problem solving skills
- Good team player with an aptitude for sales and the ambition to constantly outperform your KPIs
- Must have excellent communication skills

To apply, please send a full CV quoting reference Relationship Officer to: [hr@alphatrust.gr](mailto:hr@alphatrust.gr)