

We are looking for a

Junior Account Manager, Mid-Market Switzerland

Location: Lausanne

Making Trade Happen

Coface is a team of 4,500 people of 78 nationalities across nearly 60 countries, all sharing a corporate culture across the world. Together, we work towards one objective: facilitating trade by helping our 50,000 corporate clients develop their businesses.

With 75 years of experience, Coface is a leader in the credit insurance and risk management market. As a close-knit, international organisation at the core of the global economy, Coface offers an enriching work experience on several levels: relational, professional, and cultural.

In Switzerland, Coface has 3 entities (in insurance, reinsurance and services) and is present in 2 locations: Lausanne (VD) and Oerlikon (ZH)

Every day, our teams are making trade happen. Join us!

Role purpose:

As part of a high-performance and dynamic team, we are looking to complete our Mid-Market- team with a proactive, curious, well-organized and stress resistant team-player Junior Account Manager being able to deal with tight deadlines and able to work independently, albeit in close collaboration with various business stakeholders.

YOUR MAIN MISSIONS:

- Management of an existing mid-market customer portfolio in the French speaking part of Switzerland (direct and through broker-channel)
- Back-office responsibility and active support of the sales teams in Lausanne and Zürich for all administrative matters related to the preparation of offers for our credit insurance solutions.
- Support to the Account Managers, control and drafting of contract documents and data input follow up
- Initiate, plan and carry out policy renewal procedure and negotiate with customer and/or broker
- Regular visits of customers and brokers
- Dealing with client and ad-hoc reporting, annual account planning, client meeting preparation and regular client feedback reporting
- Support of broker and clients in technical questions
- Administrative tasks

CANDIDATE PROFILE :

Education / Experience :

- First experiences made in Sales- and Account Management-support in a professional, dynamic and international financial services environment
- Swiss commercial degree or equivalent
- Business development skills

Competencies:

- detailed oriented, precise working, supportive and client oriented character
- good understanding of complex IT systems (own programs: local and group ERP, windows based: word, excel, power point)
- Ability to deliver high-quality services with tight deadlines and approach problems in an independent, flexible, systematic and anticipatory manner
- Result-oriented and self-motivating
- Strong organizational, planning and analytical skills
- Required languages: French and English fluent in spoken and written is must-have, German and or Italian would be beneficial

Benefits :

- We offer a human-sized team in a casual atmosphere providing support to each other and sharing knowledge and experience. Our business and the role itself will provide you with a great opportunity to gain experience in world leading services.
- Training, health insurance contribution, pension fund

CONTACT:

Romain Risuleo HR Officer Romain.risuleo@coface.com looks forward to receive your complete application documents.