

Job Description *Document Production Trainee*

Type of Contract: Fixed-term contract (50%, 2.5 days per week)

Start Date & Duration: Asap – 6 months duration

Location: Geneva or remote (in Switzerland)

Reporting Line: Head of Production

Job Description:

- Migration of documents with different software.
- Partial review of content.
- Publication of documents on BRP platform.
- Archiving, follow-up, maintenance of records.
- Other small projects.

What we offer:

- An internship in a leading group, right at the pulse of RegTech.
- A young, dynamic environment with a motivated team.
- A flat hierarchical structure.
- A modern technical stack.
- The opportunity to be part of an interesting, challenging and rapidly developing industry and to interact with domestic and foreign clients.

Required qualifications:

- Good knowledge of English (C1) and French (C1).
- Good knowledge of Excel and Word.
- Ability to learn fast.
- Conscientious, meticulous, organised.
- Sociable, dynamic, smiling.

Responsibilities:

- Preparation and layout of documents.
- Publication of documents on BRP platform.
- Update of excel tracking tables.
- Update of JIRA tracking.

Indigita

About Indigita

Indigita SA is a Swiss regulatory technology (regtech) company headquartered in Geneva with offices in Zurich and Lugano. We provide a suite of interactive trainings, digital tools and APIs to support financial institutions and their employees to conduct cross-border business in a safe and compliant way. Indigita is the regtech arm of the BRP Group and combines the industry-leading regulatory knowledge of its mother company BRP Bizzozero & Partners SA and its sister company BRP Tax SA with innovative digital channels. Indigita provides banks and asset managers efficient access to the most complete and up-to-date collection of cross-border rules for more than 190 countries.

www.indigita.ch

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