

Subject Matter Expert Records Management

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Your role

Would you like to work in the Records Management area in one of the leading banks in the world?

Do you want to be involved in Next Generation digital Records Management and Archiving solutions?

Are you attracted to bringing legal and regulatory requirements together with business needs, to come up with compliant solutions?

Are you thrilled by getting to know different processes and people of the bank?

We're looking for someone like you to:

- advise and consult regarding Records Management and Archiving solutions in accordance with legal and regulatory requirements.
- provide business and impact analysis of new or changed requirements to Records Management or Archiving infrastructure
- engage with stakeholders across business divisions and regions to provide a stable and reliable end to end digital Records Management and Archiving services
- support group-wide projects as Records Management subject matter expert

Your team

You'll be working in the Records Management Advisory team in Zürich.

We are a growing team with a global scope.

Your experience and skills

You have:

- a university degree
- experience in business analysis and project management
- experience of service management and service delivery
- experience in Records Management & Archiving (an advantage)
- experience and knowledge about banking processes and products (an advantage)

You are:

- a self-starter who can work well with minimal supervision
- a team player with analytical and conceptual skills
- organized and detail oriented
- a good communicator, comfortable at all levels in the organization
- client and result oriented
- fluent in German and English, other languages are a plus

Together. That's how we do things. We offer people around the world a supportive, challenging and diverse working environment. We value your passion and commitment, and reward your performance.

Keen to achieve the work-life agility that you desire? We're open to discussing how this could work for you (and us).

Why UBS? Video

Are you truly collaborative? Succeeding at UBS means respecting, understanding and trusting colleagues and clients. Challenging others and being challenged in return. Being passionate about what you do. Driving yourself forward, always wanting to do things the right way. Does that sound like you? Then you have the right stuff to join us. Apply now.

Corporate Center

Operations

UBS HR Recruiting Switzerland

