



indigita is a **RegTech company** created to solve the problems facing banks and financial advisers with international business when it comes to cross border compliance. indigita has developed **innovative solutions** to face new regulatory challenges and be a **pioneer in digitalized regulatory data** production and distribution.

To strengthen our team in **Geneva**, we are looking for a:

## Document Management Support

After an introduction into the cross-border banking subject and our solutions you will join the Production team in charge of digitization. This is an outstanding opportunity to participate in the development of a new and innovative business.

### Your responsibilities

- Participation in new documents creation and prototyping
- Organisation and administration of interactions between authors, experts and product managers
- Management of document's quality (content and layout)
- Publishing and delivery control
- Preparation and maintenance of reports for the document's management

### Your qualifications

- At least 2 years of professional experience, ideally in a similar role
- A Bachelor degree or equivalent
- Good knowledge of the Microsoft applications (Excel, Word, PowerPoint)
- Creative approach
- Detail-, quality- and solution-oriented way of working
- Experience in the banking or law industry is a plus
- Good command of written and spoken French and English
- Eligibility to work in Switzerland

**We offer you** a unique opportunity to be a part of a fast growing and dynamic RegTech company. Diverse and challenging tasks, possibilities to develop multi-disciplinary IT / business skills and a competitive compensation package await you at indigita. If you are interested in a new challenge within a young and very motivated team, please send your complete application to [career@indigita.ch](mailto:career@indigita.ch).