SoundCapital™

Senior Relationship Management Assistant (f/m/d) · 80–100% · Zurich · From April 2027 or by arrangement

Experience that makes the difference

Two experienced Relationship Managers. Sophisticated client relationships. And a pivotal role where experience, independence and the ability to think ahead make all the difference.

At SoundCapital, you will support two long-standing Equity Partners in managing their client relationships. You anticipate needs, set priorities and ensure everything runs smoothly behind the scenes – enabling exceptional client service where it matters most. With short decision-making paths, a high degree of autonomy and a team you can rely on.

"To us, a strong assistant is far more than a support function. They are an essential part of a successful client relationship."
Remo Hug, Equity Partner

Where you can make an impact

- Manage client relationships with professionalism. You handle the administration of sophisticated client relationships across multiple custodian banks – from account openings and powers of attorney to account amendments and closures.
- Ensure quality and compliance. You coordinate client onboarding, KYC documentation, FinSA requirements and periodic reviews, working closely with our Compliance team.
- Execute transactions with precision. You process and verify payment instructions, securities transactions and foreign exchange orders, independently resolving queries with custodian banks.
- Stay one step ahead. You prepare client meetings with portfolio overviews, reports and presentations, while keeping track of schedules, correspondence, travel arrangements and outstanding tasks.
- Think ahead and help shape the way we work. You serve as a trusted point of contact for our clients, independently manage administrative matters and contribute ideas to simplify and digitalise processes.

What you bring to the table

- Several years of solid experience in financial services compliance, particularly in KYC, client onboarding and anti-money laundering.
- A commercial or banking qualification and substantial experience in a comparable assistant role within Private Banking – ideally with an independent wealth manager or family office.
- Familiarity with the processes of various custodian banks and sound knowledge of KYC/AML and the Swiss Financial Services Act (FinSA).
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Excellent written and spoken German, very good English and confidence in using MS Office and banking platforms.

- A strong sense of responsibility, discretion and a commitment to the highest standards of quality. You anticipate needs, take ownership and maintain a clear overview, even when juggling multiple priorities.
- An openness to new digital tools and a genuine interest in making existing processes better.
- An advantage: additional professional qualifications (e.g. banking specialist, financial planner or SAQ certification) and experience with Assetmax.

What you can expect from us

- A role with real responsibility. A varied and meaningful position within an independent company where decisions are made quickly and your contribution matters.
- A position built on trust. You work directly with two experienced Equity Partners who value your expertise and rely on your initiative.
- An entrepreneurial environment. Independence, direct communication and swift decisions instead of complex hierarchies – backed by a team of more than 50 professionals across Zurich, Basel and Kreuzlingen.
- Innovation that makes a difference to your everyday work. We continuously rethink wealth management – embracing new technologies, intelligent digital solutions and the courage to challenge established ways of working. This creates more time and space for what truly matters: our clients and the people who look after them.
- Attractive employment conditions. Competitive compensation, enhanced pension benefits, five weeks of annual leave and flexible working arrangements, including remote working options, with an employment level of 80–100%.
- An exceptional workplace. At The12 on Sechseläutenplatz – between the Opera House and Lake Zurich, just steps from Bellevue.

Sounds good?

Then we would love to meet you. Please send your complete application, including your CV, employment references and diplomas, to people@sound.capital.

Would you like to learn more about the role before applying? Remo Hug will be happy to answer any questions about the position.

Your application will, of course, be treated in strict confidence. Please note that we do not accept applications from recruitment agencies.

About SoundCapital

SoundCapital is an independent Swiss wealth management firm with offices in Zurich, Basel and Kreuzlingen, over CHF 5 billion in assets under management and a team of more than 50 professionals. We combine personalised advice, entrepreneurial thinking and a passion for innovation.

Wealth Management × Innovation = Wealth Management Excellence.

SoundCapital™

Contact



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