



Business analyst & project support (80-100%)

m/f/d, Zurich

with a proven track record in process consulting, solution design and project management for our office in Zurich, Switzerland

Marcuard Heritage is a wealth management company with a team of over 60 experts, located in Switzerland, Singapore and Europe specialized in key markets and dedicated to providing wealth management solutions for clients with complex financial needs.

We are seeking an experienced and dynamic professional to join our team as a Business Analyst & Project Support. In this key role, you will help drive the success of Marcuard Heritage by transforming business needs into efficient processes. Your contribution will be instrumental in increasing operational efficiency and advancing our digital transformation through modern solutions. Reporting to the Head of IT & Data Management, you will act as his deputy and provide crucial support in tackling day-to-day challenges and managing projects.

Your Responsibilities:

Business analysis & project management

- Responsible for translating business needs into business requirements and leading discussions with business stakeholders and third parties to drive continuous improvement
- Moving projects forward and optimize business processes
- Developing solution designs and concepts, considering the existing IT landscape, and ensures the successful implementation of requirements
- Testing, documenting, training and final implementation of newly developed processes
- Develop expertise in our existing applications and provide support to end users when needed

Supporting / Deputizing Head of IT & Data Management:

- Deputize and support the Head of IT & Data Management (e.g., provide 1st or 2nd level support for business-critical applications, coordinate with third parties to resolve complex technical or data issues, oversee budgeting, and manage projects).

Data Reporting & Insight:

- Utilize data skills to support the generation of data reports that aid business performance reviews, compliance, and decision-making (e.g., with Power BI, Excel, etc.)
- Perform data quality checks using data skills (e.g., SQL, Python, SSIS, etc.) to ensure consistency and accuracy across wealth management systems



Your Qualifications:

- Advanced IT degree in “Wirtschaftsinformatik” (Uni, FH, HF) or equivalent
- At least 5 years of experience in requirements analysis, process consulting, solution design and project management in the financial sector (banking/wealth management)
- A flair for conceptual and analytical work (analysis, solution-oriented) and an ability to combine business and IT know-how
- Ability to translate and summarize complex problems in an understandable manner and propose efficient solutions to address them
- Good knowledge of Microsoft Technology Stack such as Power Platform, Dynamics 365 etc.
- Expertise in data management, knowledgeable in SQL, Python and additional coding languages are an asset
- Excellent German and English language skills
- Motivated, dynamic personality with the ability to work independently

Would you like to play a crucial role in elevating our Company to the next level? Are you looking for a professional home built on trust? Then we would love to receive your application.

[Apply now](#)

[Recruitment Agency Application](#)

For further information, please contact our external HR partner
HC Solutions, Chantal Malcolm on +41 44 915 12 12, www.hcsolutions.ch.