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Frédéric BILLHARZ

Swiss

Administrative support & logistics Manager

Solid experience in managing administrative, logistic & document management
Proven ability to bring and implement pragmatic solutions
Efficient in environments requiring good relational and technical skills



Professional Experience

September until now Administration and logistics Manager (Director) **Geneva**

[E-DEPANNAGES](#)

- Specialist in **administrative management, electronic document management (EDM)**
- In charge of **logistics and project management**

May 2009 – March 2016 Manager of the EDM & the archives (Executive Manager) **Lausanne**

[CA INDOSUEZ \(SWITZERLAND\) LTD](#)

- **Manager of 18 employees in charge of EDM, archives, confidential customers' data, Post and Holdmail**
- **Hiring, leading, coordinating and supervising multidisciplinary teams**
- Management of various **cost centres & budgets**
- **Procedures** review and drafting, controls of service activities
- Establishment of a **complete inventory** of the physical archives

May 2009 – March 2016 Manager of the EDM & the archives (Assistant Vice President) **Geneva**

[BARCLAYS BANK \(SWITZERLAND\) LTD](#)

- **Manager (8 employees) in charge of the following activities: EDM, archiving, filing of client files, signature verification, internal and external post, Holdmail, special dispatch to clients, managing clients' visits to the safe deposit boxes, ordering documents** (letter-headed paper, business cards, bank account forms, etc.) as well as managing the stationery
- **General Services Deputy Manager (15 employees) : security, receptions, desk service, services and resource planning** for the Department
- Implementation of a **document tracking system** from arrival to digitisation
- **Improved exchange of documents** within the Bank
- Creation and drafting of **procedures and controls of service activities**

February– September 2001 Assistant Director **Geneva**

[LEMAN TELECOMMUNICATION LTD](#)

January– December 2000 Administrative associate & Freight forwarder **Geneva**

[HONDA \(SUISSE\) LTD](#)

1995 – 1999 Freight forwarder **Geneva, Schaffhausen, Buchs (SG)**

[SCHENKER SWITZERLAND LTD](#)



Languages French, English, German & Italian



Certificates

- 2015** Human resources risk management (Educom)
- 1998** Federal Certificate of Proficiency in Commercial Business, **"1st rank"**
- 1998** Diploma of proficiency in international freight forwarding, **with good marks**



IT Skills

- Banking** Avaloq, S2I, Kofax, IBM OnDemand, Navision
- Office** Excel, Word, Powerpoint, Visio, Sharepoint, IBM Notes, Acrobat Pro
- Miscellaneous** Photoshop, Lightroom, Illustrator, Premiere Pro, Logmein Rescue, Logic Pro, Final cut pro
- OS** Windows 10, Mac OS X, Linux

