

Operations Officer

Job Description:

The Operations Officer is responsible for regularly supporting the Operations Manager; ensures Bank operational activities run smoothly and efficiently; promotes business for the Bank by maintaining good client relations and referring clients to appropriate personnel for new services.

Responsibilities include and are not limited to:

- Follow Bank policies and procedures as they relate to client transactions.
- Responsible for cash management and management of other instruments.
- Process incoming and outgoing wire transfers.
- Responsible for verification of client data.
- Review and ensure compliance and accuracy of documents for transactions.
- Ensure operation processes are compliant with statutory regulations and internal policies.
- Assist in all departments such as card processing, administration and transaction processing.

Qualifications:

Associate degree, Banking experience and knowledge of AML/CFT policy and procedures is a plus. This position requires a self-driven individual who exhibits exceptional client service support and inspires others by leading by example.

Salary will be determined by the candidate's experience and accreditations.

Please send your resume to careers@cayebank.bz