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# Example of CIB Operations Job Description

Our company is searching for experienced candidates for the position of CIB operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for CIB operations

* Process daily cash operations work
* Monitor and verify daily processing for local currency payment and receipt low value transaction – Direct Debit/Direct Credit, high value transaction- Bahtnet, manager check issuance, ICAS Cheque clearing, Bill of Exchange, Lock box, cash pick up outstanding items & return
* Manage risks/issues/assumptions/dependencies using the Action Log, Ops Scorecard and PQSA
* Define, collate and track key metrics that highlight progress to date using the above artefacts
* To gain a sound understanding of the CIB Operations support function
* Ownership and resolution of all daily tasks any extraordinary issues that arise
* The ability to maintain and provide a sound operations control environment
* Ad hoc project management/co-ordination
* Performing all required reconciliations and control processes
* Perform system data feed analyses and identify gaps

## Qualifications for CIB operations

* Native Japanese skills/ Business level English skills
* Experienced in customer services
* Business knowledge Investment Banking, Middle Office or Operations
* Possess good people management and leadership skills
* Ability to identify opportunities and promptly initiate action and escalate potential risks to minimize operational & financial loss
* Understanding on rules and regulation relevant to the Banking Ops, Bank Negara Rules and Guidelines, Myclear Procedure and Rules, UCP 600, Bank Guarantee/SBLC- ISP98 - URDG, Documentary Collection/URR 725