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# Example of CIB-Transaction Processing Manager Job Description

Our company is searching for experienced candidates for the position of cib-transaction processing manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for cib-transaction processing manager

* Gain business knowledge of the product/service offerings within JPM Investor Services while focused on standardization and simplification
* Monitor overall team progress of onboard/reprice and maintenance requests production - on-time delivery, quality, and productivity
* End to end Operational owner of the process, coordinating all aspects of Service delivery
* Responsible for Query Management
* Partner with the client to understand their business and service needs and validate client requirement
* Conduct Root Cause analysis on a client by client basis to understand the reasons behind breaks
* Identify and work towards opportunities to improve effectiveness and efficiency of operational processes
* Escalate client concerns sits within the OSD Management
* Serve as contact for a portfolio of clients and their investors
* Partner across the team and with centralized back-office functions, including offshore locations to ensure the end-to-end process is completed appropriately

## Qualifications for cib-transaction processing manager

* Over 10 years experience in the mutual fund/banking industry or equivalent and with a minimum of six years in compliance, fund administration, financial reporting operations
* Knowledge of legal and tax issues
* Highly organized, detail oriented, self-motivated, capable of monitoring and completing a variety of projects simultaneously
* Previous experience of change management
* Responsible for the production and review of standard client and investor level reporting, such as monthly/quarterly statements, contract notes, order acknowledgements, and MIS reports
* Active involvement in projects within your team including, but not limited to, control and remediation across Fund Services