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# Example of Operations Spec Job Description

Our growing company is looking to fill the role of operations spec. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for operations spec

* Understanding of a broad range of products and asset types (bonds, shares, funds)
* Achieve a high level of competency regarding compliance with Visa U.S. A
* Responsible for organizing and maintaining file caseload
* Responsible for all actions on files including, copy requests, fraud reporting, chargebacks, representments, pre-arbitration and pre-compliance, adhering to multiple deadlines, closing files and moving recovered funds to correct general ledger
* Responsible for effectively communicating with the customer verbally or in writing when needed to obtain information or resolve questions
* Responsible for reconciling ten complex general ledger accounts
* Utilizes fraud detection system to the fullest potential to reduce potential financial losses
* Completes twelve months of on the job training to achieve a high degree of proficiency
* Provide consistent high quality customer service and interaction with bank personnel the personnel from other networks and merchants
* Responsible for complex clerical functions

## Qualifications for operations spec

* Experience and a working knowledge of various aspects of International Payment Processing Operations
* Ability to deliver excellent service as an individual and as a team player within tight deadlines
* Willingness to learn and develop in the field
* Previous PC experience with Microsoft Access, Excel and Word
* Use multiple vendor software systems and reports to accomplish a variety of daily tasks
* Review and key rate changes