



Example of Account Opening Job Description

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Our growing company is hiring for an account opening. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for account opening

- Review, validate and authorize new account documentation
- Follow up and report on missing documentation/information
- Assist Account Opening Specialist teammates
- Elicit and drive the business process design for owning the creation, visualization, documentation, translation and management of product requirements
- Critically evaluate information gathered from multiple sources and ensure consistency
- Facilitate the completion of cost/benefit analyses with dCE and Digital IT/Arch in support of usability decisions during the design phase
- Work with the Partner organizations to make sure operational processes and infrastructure is viable
- Work with the Digital Analytics team and Digital Product Manager to ensure proper reporting and analytics requirements are defined and supported by the business requirements
- Oversee prioritization of technical backlog
- Ensure the JPM brand is highlighted in the right way and that all appropriate regulations (including regulatory oversight and processes) are all satisfied

Qualifications for account opening

- Proficiency in written and spoken English, Cantonese and Mandarin

- Experience with relational databases (Sybase ASE preferred), application development in databases (ability to write code constructs like stored-procedures, debug & enhance existing ones), performance-tuning
- Exposure to Perl – ability to write Perl scripts for interfacing with database & files Autosys will be a plus
- Work with various internal teams for coordination for installation and release management of modules
- Knowledge of Java/J2EE, WebServices, SOAP-based Messaging