



Example of Bank Operations Specialist Job Description

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

Responsibilities for bank operations specialist

- Advisory and IM services support
- Tax/Regulatory/Corporate reporting
- Assist the PB Business in coordination with the Head of PB Operations
- Support Madrid Operations team on their daily tasks, escalation and exception approval
- OWorking with senior stakeholders in the project space across relevant business functions to deliver the teams global projects
- OWorking with technology partners to define the functional and technical design to support business processing requirements
- OCollaborate with Management to ensure common standards and best practice are implemented globally
- OWork with the Project lead to ensure delivery throughout the lifecycle of the project
- OTrack and communicate project status to wider team and management
- OCollaborate with the Project team on test plan development, design test strategy and manage the UAT process

Qualifications for bank operations specialist

- ODevelop an effective network of stakeholders to facilitate easy integration of changes quickly with new areas of the Firm
- Responsible for processing voluntary, mandatory with choice and mandatory

- Responsible for reviewing corporate actions notifications and entitlement processing on our accounting system identifying any incorrect postings
- Help support manager and team to make process improvements
- Work with several internal teams to ensure accurate processing of event and instructions to resolve complex corporate action issues
- Participate in procedure reviews and updates