



Example of Bank Operations Specialist Job Description

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Our innovative and growing company is hiring for a bank operations specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for bank operations specialist

- Interfaces between the manager and associates as the designated subject matter expert (SME) for the unit
- Work with stakeholders across the product lines in order to deliver detailed business requirements
- Work with stakeholders and technology to define testing approach and strategy and help execute this strategy during test phases of project
- Working with technology partners to define the functional and technical design to support business processing requirements across transaction reporting technology and upstream business technology
- Develop an effective network of stakeholders to facilitate easy integration of changes quickly
- Build and maintain strong working relationships with the Operations Working Group, Private Banking Technology, Client Service, and Trust and Estates
- Track and execute against assigned project deliverables
- Attend project meetings and document meeting notes and action items
- Prepare materials and presentations for working group meetings and updates to management
- Participate in planning for roll out strategy

Qualifications for bank operations specialist

- Three plus years of related experience required

- Management of technology and Business allocations
- Consultant On-Boarding (including Task orders and TFR management)
- Financial reporting (budget verse actual spend)