



Example of Operations Processor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of operations processor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for operations processor

- Schedule all loan closings
- Maintain high quality standard on all loan files
- Key Controls monitoring before transaction execution stage (Checking client availability, documentation, account balance, signatures)
- Loan product trade support/execution, processing transactions in the loan system, monitoring the loan maturity report and loan queue
- Coordination of information between Treasury, Sales, Credit, broker and other support functions
- P&L checks/ reporting
- Client service/ communication
- Become a subject matter expert on special projects and have the opportunity to continuously improve our processes
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- A different kind of banking

Qualifications for operations processor

- Comprehending the customer complaints/queries and understanding the root cause of the concern / query
- 1 to 2 yrs Process background/ quality or complaint handling experience
- Product knowledge - an understanding / awareness of Corporate and

- Preferred knowledge on Islamic Banking/products
- Comprehensive knowledge of operations control & Risk Management Framework
- The ability to liaise and communicate with different Branches, Customers and Global Banks through Email and Phone Calls