



Example of Transaction Services Manager Job Description

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Our innovative and growing company is hiring for a transaction services manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for transaction services manager

- Sit on committees and project groups and consult on product related decisions
- Assist with project prioritization exercises to meet strategic goals
- Assist in the development and revision of product policies, product risk reviews and procedures to ensure strategic alignment
- Project manage larger client engagements, which includes determining the project scope and resource requirements, monitoring progress against budget and established timeframe, review of work completed by junior team members and resolving all project issues prior to Partner and Director review
- Scope, prepare and review reports and documents using Word and PowerPoint
- Contribute to the management of the project team on a day-to-day basis, including responsibility for briefing, supervising and developing junior staff
- Deliver complete reports that include specific conclusions and recommendations
- Assist the Partner, Director and Assistant Directors in the development of existing and new service stream practices
- Contribute to the successful development of client relationships
- Promote knowledge sharing within the team

Qualifications for transaction services manager

- Exposure to broad management principles and techniques to facilitate interaction at all levels
- Minimum five (5) years in Financial Services Industry
- Working knowledge of business financial products and services
- Ability to lead and manage multiple projects and processes simultaneously
- Must be alert to fundamental economic and regulatory frameworks across the Caribbean region