

Our innovative and growing company is looking for a trust operations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for trust operations

- Interpret procedural, policy or administrative concepts to answer questions and solve problems and handle escalated issues, provide risk oversight and ensure compliance with regulatory requirements
- Recommend changes to standardize processes and procedures and establish and maintain credible, professional relationships with internal business lines and external customers and/or vendors
- Participate on project teams as required and represent area(s) programming requirements, process changes, and testing needs and process all work on a daily basis, including but not limited to trades, dividend and income, corporate actions, free activity and quality control
- Responsible for analyzing and reporting to management various business process statistics using various databases
- Responsible for overall team results as measured through established Service Partner Agreements and Employee Opinion Survey
- Utilizes Service Routines to maximize individual employee contribution
- Manages volumes and organizes workflow of the team, tracks and keeps accurate records of individual contributions
- Provides specific feedback to employees, positive or constructive, for development purposes
- Provides information for the business planning process, ensuring authorities, which have been delegated, fall within plan
- Ensures adherence of Operations Risk policies as outlined in policies, procedures, standards and guidelines instructions and ensures processes and controls are in place to minimize operations risk and follows established

Qualifications for trust operations

- Demonstrated experience with network infrastructure components including routers, Switches, SAN switches, and IDS/IPS devices
- Requires a Bachelor's degree or equivalent work experience in an Investment or Trust Operations processing environment
- Must have 5+ years of experience in a high dollar/high volume securities processing environment
- Must be detail oriented and have the ability to accurately process moderate to high quantities of transactions within defined cut-offs
- High level of initiative, problem solver and team player
- Proficient with the suite of SEI systems (including SEI Trust 3000) utilized by the Trust division is a plus