

## Administrator - Operations

Responsible for carrying out a range of client transactions in a professional manner.

### Primary Responsibilities:

- Deliver accurate and dependable service to the Bank's internal and external clients, adhering to Client Service Standards.
- Process banking transactions promptly and accurately such as:
  - Deposits and withdrawals to and from savings, and checking accounts
  - Inter account transfers
  - Credit card payments and loan payments
  - SWIFT & ACH payments
  - General Ledger postings
  - Process Account Closure & Dormant Reactivation transactions
  - Process Monthly Health Insurance Payments
- Assist clients at the collection desk (cards, drafts, change orders, cash, etc.)
- Assist with the monitoring of ATM & Treasury Cash Level Alerts
- Reconcile cash at completion of workday and ensure cash levels remain within approved limit
- Validate all transactions and verify client signature and identification
- Ensure that Money Laundering Guidelines are strictly adhered to by completing and submitting the suspicious activity report, and/or source of funds as required
- Assist with Estates & Liquidations verifications

- Assist with some cheque clearing and cash letter management, as well as Incoming and Outgoing Cheque Return processes
- Work diligently to create teamwork and harmony among all employees in the department, and other divisions in the company
- Other work as assigned.

### The successful candidate must have:

- BSSC or equivalent plus 2 years' experience or equivalent
- Knowledge of data entry, foreign exchange, cash handling, and cheque processing
- Knowledge of Microsoft Office Suite
- Strong client service skills

Clarien is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than November 8<sup>th</sup>, 2023 to:

**Human Resources Department**  
**25 Reid Street, Hamilton HM 11**  
**P.O. Box HM 665, Hamilton HM CX**  
**Email:** [jobs@clarienbank.com](mailto:jobs@clarienbank.com)  
**Fax:** + 441 296 7701

Point House, 6 Front Street, Hamilton HM 11, Bermuda  
[www.clarienbank.com](http://www.clarienbank.com) | 441 296 6969

We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.

Clarien Bank Limited, through its wholly owned subsidiary companies, is licensed to conduct bank, investments, corporate services and trust business by the Bermuda Monetary Authority.

