

Career Opportunity

Operations Assistant/Officer (Account Services)

The Job incumbent will be responsible to assist /support Group Banks on all account related requests through capturing/verification on core banking system in the shared Services department. This is achieved by respecting all agreed Service Level Agreements established with each stakeholder.

The position is tenable at First Capital Shared Services ltd, Ebene, Mauritius.

Key Responsibilities

- Review bank account related documents where applicable and ensure proper due diligence.
- Capture of data from account opening file and input on Core Banking System.
- Attend to requests or queries assigned to the Account Services Department.
- Ensure to work in accordance with agreed SLA's at all times.
- Identify and suggest possible improvements to procedures and processes.
- Provide MIS for Management reporting as required.
- Attend any cognate duties that can be assigned.

What we are looking for

- Diploma/Degree Holder with 1 to 4 years proven experience in related field.
- Knowledge of the KYC & AML policies/requirements will constitute an advantage.
- Prior experience working with Finacle Core Banking System will be preferred.
- Ability to prioritize tasks to meet tight deadlines.
- Good communication/interpersonal skills
- Ability to handle workload.
- Strong influencing & persuasion skills

Applications

If you meet the above minimum requirements and are interested, please send your applications with an up-dated CV to: talent@fcssl.com

Only shortlisted applicants shall be acknowledged.