

Career Opportunity

Operations Assistant (Payments)

We are currently looking to hire Operations Assistant to ensure efficient and prompt processing of transactions on behalf of group countries and implement proper planning and customer satisfaction.

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

Key Responsibilities

- Brief understanding of the usage of the different SWIFT Messages.
- Sound Knowledge of the requirements of Inward and Outward Remittances is an advantage.
- Knowledge of Finacle Core banking platform is an advantage.
- Be actively involved with day-to-day operations.
- Ensure necessary training is attended with attention related to the job.
- Ensure cut off time are adhered and follow up/chasers are done in an efficient manner.
- Ensure good communication among the team and sharing of knowledge / skills with others.
- Ensure high standards of accuracy are maintained.
- Ensure controls are performed accurately.
- Any other cognate duties as requested by the seniors.

What we are looking for

- A Diploma / bachelor's degree in a related field.
- Fresh Graduates willing to gain banking experience.
- At least 1 year of experience will be an advantage.
- Good communication skills.
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- Have a strong attention to detail.
- Self-motivated to achieve goals to improve own and company performance.
- Can manage tight deadlines.
- Be ready to work on a shift system:
 - 10hr -19hr
 - 11hr -20hr
 - 12hr -21hr
- Resides in the vicinity of Ebene.

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.