



Company: T.C. Ziraat Bankası A.S. – Athens Central Branch

Reporting Line: Operations Manager

Job Description: Operations Associate

Summary of functions and tasks:

We're looking for a qualified Operations Associate to join our team, who plays a crucial role in our Bank, offering an organized and efficient way of conducting accurate banking back office transactions. The ideal candidate will have experience with back office banking processes.

Objectives of this role:

- clearing, settlement and administration of processes relative with DIAS, SEPA, SWIFT, TARGET2 and Treasury transactions (MMDs, FX, Bonds)
- reconciling Bank's position and Nostro accounts (EUR, FX)
- managing day-to-day banking processes and checking daily transaction reports in order to ensure that transactions are cleared and settled correctly
- managing of Trade Finance (LGs – LCs), Loans and general Credit exposure transactions
- centrally controlling and authorizing operation transactions of Branches
- assist Operations Manager on ensuring accuracy operations flow and troubleshooting problems
- assist Operations Manager on analyzing systems information and participating on systems testing for existing issues or future developments of Core Banking System and relative operational systems
- assist Operations Manager on the assessment of future projects to be implemented
- assist Operations Manager on design, develop and keep updated the Bank's operations manuals and policies and ensure compliance to all operational guidelines, processes and procedures
- preparing reports for the general management regarding operations department services
- helping to maximize efficiency and bank profitability

Required skills and qualifications

- Bachelor's Degree, preferably in the finance field
- Excellent command of Microsoft Office applications.
- Advanced proficiency in English and Greek.



- Adaptability in workflow platforms & operations management systems.
- 3+ years professional experience in back office operations departments
- An analytical mind and the ability to solve problems
- Flexibility and good time management skills
- Numerical skills
- Self-motivation and determination
- Adaptability and ability to learn quickly. Team working skills
- Strong dedication to accuracy and efficiency

If you are a motivated and operations-oriented individual looking to launch your career in the banking industry, we encourage you to apply. Please submit your resume and cover letter detailing your qualifications to HR_athens@ziraatbank.com.

Join our team and be part of a dynamic banking environment where your skills and dedication will be valued. We look forward to receiving your application.