



**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](mailto: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.