

JOB OPENING – FEBRUARY 24, 2020

OPERATIONS SPECIALIST

SUMMARY

This position is primarily responsible for performing daily functions to support the Operations department. Additional responsibilities include providing assistance to the GSVP Director of Retail Banking and the executive office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processes incoming wires and outgoing wire transfer requests.
- Handles mailing of system generated customer notices.
- Performs remote ATM balance function.
- Performs maintenance changes on customer related records.
- Processes branch cash order and shipment requests.
- Performs mobile deposit exception reviews.
- Acts as receptionist for Executive Offices on a part-time basis.
- Produces reports for the GSVP Director of Retail Banking.
- Prepares outgoing mail.
- Assists with Board and committee meeting packages.
- Assists in preparing mailings to customers and shareholders.
- Assists in updating contact database.
- Assists in distribution of e-newsletter.
- Assists VP Marketing and Sales with maintaining tracking reports, do not call, and opt out lists.
- Assists in Opening, Sorting, and Distributing incoming correspondence and mail.
- Assists in preparing 'give away' packages for marketing events.
- Orders supplies for both office and marketing as needed.
- Performs other duties as assigned by the SVP IT/Operations or the VP Operations/Branch Administration.

EDUCATION/TRAINING/EXPERIENCE

- High School diploma; Associates or Bachelor's degree is preferred.
- Minimum of two years of retail banking experience and/or banking operations required.
- Combination of education and/or experience is acceptable.
- Must be a self-starter who takes initiative and has the ability to work independently and use good judgment.
- Must be able to multi-task and have an attention to detail.
- Must be proficient in MS Office products, with an emphasis in Excel.
- Must have a had experience working with Adobe Acrobat.
- Must have a working knowledge of standard office equipment.
- Must have good interpersonal, communication, and organizational skills, with strong customer sales and service skills.

Interested parties should send resume and salary requirements to: EWerts@legacybankfl.com.