



Operations Administrator

Toronto , Ontario. Canada

ABOUT ASCENDANTFX

AscendantFX combines tailor-made technology, dedicated customer support and seamless accounting integration to deliver international payments with speed, accuracy, at a lower cost. We partner with over 2,000 financial institutions and software providers. AscendantFX focuses on innovation and payment execution to ensure savings of both time and money for customers.

POSITION OVERVIEW

As an Operations Administrator, you are responsible for providing support for the operations team through effective administration duties. The operations team is responsible for transmission of international payments.

ESSENTIAL RESPONSIBILITIES

- Provide consistent, quality customer service.
- Balance daily branch activities.
- Perform cheque exchanges and double check each for accuracy.
- Perform bank deposits (i.e. transport and deposit to bank).
- Responsible for creating FX Cheques/Drafts for our clients
- Send faxes and emails to clients as required.
- Perform filing and related client file management activities.
- Courier and Delivery Processing.
- Investigate all client, banking, and accounting inquiries.
- Support other Branch team members to achieve goals.
- Understand and follow company risk management rules and policies.
- Perform all other reasonable duties as requested by management.

QUALIFICATIONS

- 1 - 3 years experience in a financial institution in an administrative role
- Strong with multiple computer systems
- Detail oriented with demonstrated ability to manage multiple tasks within time constraints
- Demonstrated organizational and time management skills
- Strong analytical capabilities
- Knowledge of financial transactions or banking
- Foreign exchange or Banking Settlements experience - an asset
- MS Office Suite knowledge
- Motivated to work independently and accomplish objectives
- Focused on team success - a participative team member

Interested candidates are expected to submit their resumes to careers@ascendantfx.com.