



## Job Description of Operating Administration Analyst

<b>Position</b>	Operating Administration Analyst
<b>Company</b>	China Merchants Bank, New York Branch
<b>Location</b>	USA – New York, New York
<b>Position Type</b>	Employee
<b>Employment Type</b>	Full Time

### **Responsibilities**

- A. Conduct operational jobs for business support such as system parameter setup, user setup, SWIFT RMA maintenance, SWIFT messages monitoring and distribution; Conduct reconciliation for Operations business with F&A.
- B. Conduct periodically documentation inspection within Operations department.
- C. Periodically conduct system user right review, maintain operational risk event log of Operations Department, prepare related operational risk reports as required.
- D. Participate in or Coordinate the projects of operational system development and enhancement. Collect, analyze and present business requirements for IT system, conduct system test, follow up implementation of the projects.
- E. Cooperate the development of new products and new services; participate in operational work flow design, operational system development, policies and procedures preparation etc to actualize the development.
- F. Work on streamlining operational work flow and optimizing the operational process. Help manager to prepare operational manuals to guide daily operational work and unify operation standard.
- G. Rotate from operational position to get training on business process; Act as backup of business functions within Operations department as needed.

### **Additional Responsibilities:**

- 1. Work with Front Office to support new business initiatives.
- 2. Work with Compliance and Risk Management to develop appropriate controls of business lines.
- 3. Attend annual BSA/AML training program, assume responsibility, as appropriate, to report suspicious activity to BSA/AML Officer.
- 4. Work with the supervisor for any additional responsibilities.

**Skills and Experience**

- A. More than 2 years experience of commercial bank business such as Basic Banking, Loan Service, Funds Transfer, Trade Service and Treasury.
- C. Strong IT skills, working experience in banking system development is preferred.
- D. B.A. degree; advanced degree in business, finance or IT related.
- E. Self motivated and willingness to take initiatives, ability of multitasking, good decision maker and quick learner.
- H. Strong collaboration skills, flexibility, adaptability and team approach.
- I. Bi-lingual( English and Mandarin) is preferred.