



BANK GPB INTERNATIONAL S.A.

MEMBER OF GAZPROMBANK GROUP

Transaction Processing Officer

Ref: TPO/OG/2017

Your responsibility:

- Handle day-to-day funds transfer operating activities - Processing in-and outgoing daily payments (Customer transactions – General Expenses processing);
- Processing transactions of Treasury Department - Control, validation and follow up of daily FX and MM transactions;
- Processing and follow up of Securities transactions and settlement;
- Handle Securities Administration (Corporate actions);
- Handle other departments' inquiries regarding customers' payments instructed using e-banking portal;
- Assist in investigation of nostro reconciliation pending items;
- Daily control of SWIFT message (checking of messages received and immediate transmission if necessary);
- Assisting the department head in investigations process.

Additional duties:

- Assisting in preparation of reporting to Management (Daily Cash Position, Risk Monthly reports, Activity Reports);
- Assisting in establishing and updating department procedures;
- Test and improvement of process design related to Core Banking System.

Candidate profile:

- Between 3 to 5 years work experience in a similar role;
- Understanding of funds transfer related processes;
- Knowledge of securities settlement rules;
- Fluency in English;
- PC literacy in particular MS Office;
- SWIFT literate.

Preferred Skills:

- Good communication skills;
- Result oriented, can-do spirit and proactive;
- Highly organized and detail oriented;
- Ability to work under tight deadlines;



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Interested to take up the challenge?

Please send your application, mentioning the above reference, to the attention of Olga Grintsevitch, Head of Human Resources, to the following address:
recruitment@gazprombank.lu

Your application will be treated in a confidential way according to the legal dispositions in terms of private data collection and treatment.