Operations Assistant

Community Bank in Chinatown is seeking Operations Assistants. Fulltime with good benefits including Medical, Dental, Vision, Life, 401(k); paid Holidays, Sick, Vacation; and much more.

Prior Banking, Deposit Operations and/or Loan Operations experience highly preferred - but willing to train someone with good computer skills.

Requirements:
- Excellent Microsoft Word and Excel skills
- Fluency in Cantonese and English
- Experience dealing directly with customers
- Good math and computation skills

Will serve as a team member within the Operations department splitting time between both Loan Operations and Deposit Operations functions of the Bank. Responsible for processing loans and related paperwork and organizing and maintaining all applicable files in order to support commercial and business loans made by the Bank.

Also provides accurate, efficient, and timely processing of a variety of Investigations, Bookkeeping, and Deposit transactions including reviewing incoming checks, recording transactions, balancing ledgers, and preparing reports.

This position is accountable for developing and maintaining relationships with customers, resolving related issues and problems, and assisting with the daily activities of the department and special projects.