



Operations Administrator

About Ascendant

A successful fintech company, Ascendant marries the world of technology and international payments. We build long term business relationships by offering high quality customer service and follow up to ensure we offer the best payment solution strategies. Our easy-to-use online payment platform, aPay, and our API offering drive our growth, helping our customers and partners bring efficiencies to their international AP and AR processes.

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.

Responsibilities

- Provide consistent, quality customer service
- Perform daily bank reconciliations
- 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
- 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

What would make this an easy win

- 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
- Excellent interpersonal, relationship-building, and communication skills - verbal and written
- Customer service oriented with effective follow-up skills
- Positive attitude towards and ability to effectively adapt to change
- Ability to assimilate and apply new job-related information in a timely manner

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Please submit your resume and cover letter detailing your experience through the [Ascendant Careers](#) page.

We would like to thank all applicants for their interest, please note only those selected for an interview will be contacted.