

Deposit Operations Coordinator – Job Description Summary

While demonstrating Organizational Excellence standards, oversees the daily work flow while providing support and coaching to all of the Electronic Operations and Item Processing Operations staff. Also assist and implements system upgrades and business plan project initiatives impacting deposit operations to ensure for a smooth and seamless implementation.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment