

Plastic Cards Administrator

SUMMARY:

Responsible for all the administrative functions for the ATM, Visa and MasterCard debit/credit card and Smart Card programs of the organization.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Opens new ATM, Visa/MasterCard accounts and implements procedures to enter accounts into the organization's computer system together with limits and any other special conditions of use.
- Accountable for all card control, including: ordering, replacement of lost and stolen cards, restricting usage, issuing additional cards, and processing claims related to illegal card usage by customers of others.
- Researches problems related to customer's accounts and handles inquiries, problems, adjustments, changes in credit limit, additions to or deletions of authorized card users, and processes appropriate written notices to confirm changes and authorizations.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)