



"Payment Transactions Specialist"

The company:

The Middle East Bank, Munich Branch is an independent branch of the Middle East Bank, Iran, which was founded in Munich in 2018 and aims to facilitate and support trade between Germany and Iran with its products, mainly in payment transactions and foreign documentary business. We focus on transactions in the field of humanitarian goods, agriculture, food or medicine. Therefore, our range of services is also strongly tailored to this focus and to corporate clients as a whole. To reinforce our team, we are looking for a

Payment Transactions Specialist (m/f/d)

Your area of responsibility:

- Independent processing of SEPA and foreign payment transactions, taking into account all relevant compliance aspects
- Processing of enquiries and complaints
- Account reconciliations
- Processing of additional tasks in day-to-day business (e.g. master data maintenance, conditions maintenance, account opening, etc.)

This is what you bring with you:

- A completed apprenticeship in the banking sector, ideally with a further qualification (e.g. degree)
- Sound knowledge of SWIFT, TARGET2 and SEPA payment transactions
- Very good MS Office skills
- Team player with a careful and reliable way of working
- Strong customer and service orientation
- Initiative, flexibility, willingness to learn and an open attitude to change
- Business fluent in German and English, further language skills desirable

This is what we offer you:

- Collaboration in a small, effective team
- The chance to get involved in shaping and working on the implementation of our idea in a targeted way
- Good development and training opportunities
- An attractive remuneration

If you are interested, please send your application documents by e-mail to: info@middle-east-bank.de

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