



Settlements Officer

Hays • Adelaide SA 5005



Base pay
\$30 - \$32 / hr



Work type
Temporary



Contract type
Permanent

Job details



Date posted
20 May 2022



Expiring date
20 May 2023



Category
Banking, Superannuation & Finance



Occupation
Settlements



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\$30 - \$32 /hr



Contract type
Permanent



Work type
Temporary



Job mode
Standard business hours



Work Authorisation
Australian citizen / Permanent resident

Perks

Parking

Career development

Training

Skills

STRONG WORK ETHIC

EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS

SETTLEMENTS

Full job description

Your new company

Work for one of the most loved Big 4 banks that has a proud history as Australia's first and oldest bank. This company are well recognised for being the leader in their class for customer experience as well as their focus on innovation and the community.

Your new role

With multiple, full-time temporary positions available, all candidates MUST have the flexibility to work on a rotating roster, Monday through to Saturday anywhere from 7.30am-7.30pm. A Settlements Officer is responsible for the processing of settlements in a timely and efficient manner. Your duties will include but not be limited to:

- Liaising with other banks, solicitors and PEXA (for e-settlements)
- Being responsible for and actively participating in building a proud culture that is passionate and high-performing

- Providing exceptional service and experiences for internal and external customers by being a role model
- Communicating and collaborating with other business areas to achieve outcomes
- Ensuring risks are identified, logged, managed and track any reoccurring problems
- Verifying documents and checking applications
- Facilitating seamless settlement processes across all channels and ensure quality and compliance obligations are met
- Administrating and maintaining various documents

What you'll need to succeed

To be considered for this opportunity, we are looking for ambitious individuals with a thirst for learning and development in the banking industry. You will display an exceptional attitude and work ethic combined with passion to succeed and service customers to the best of your ability. Previous banking experience is not necessary. The ideal candidate will:

- Be technically savvy with the capability to navigate and work with many IT systems
- Have the ability to build strong customer relationships and delivering customer-centric solutions
- Actively seek new ways to grow and be challenged
- Be able to work autonomously and with their team
- Have the highest attention to detail
- Have excellent verbal and written communication skills

What you'll get in return

This position offers a competitive hourly rate and on-site parking. In order for you to succeed, comprehensive and ongoing training within a supportive team based culture is provided. This organisation prides itself in growing their talent and offers career development opportunities across the entire business.

What you need to do now

You are strongly encouraged to apply if you meet the above criteria and are ready to launch your career. If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call Christina Douvartzidis on 08 7221 4100 for a confidential discussion about the role.

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