



BFCBHRJ-105 – Payments Clerk| Treasury & Cash Management | Bahrain

About the role:

The Payments Clerk works as part of the Payments Team responsible for processing the company's payments and investigating payment queries in an environment where thousands of transactions are processed each day.

Your Responsibilities:

- Creation and verification of all payments in a timely manner.
- Sending the deal confirmation and issuance confirmations to the correspondents.
- Sending amendments/enquires to the correspondent.
- Proper filing of all the supporting documents.
- Maintain the correspondence filings.
- Coordinating with other departments for the queries in connection with the payments status.

About You

You are required to have Diploma certificate or equivalent.

- Minimum 1-year experience of Payment Operations in a high transaction volume environment is preferred.
- Knowledge of SWIFT and other international payment systems preferred
- Good PC skills
- High standard of accuracy and attention to detail
- Ability to effectively prioritize and execute tasks in a high-pressured environment
- Fluent in English and has strong written & verbal communication skills
- Customer Service experience preferred.
- Strict work ethics and well presented
- Self-motivated with high levels of drive and energy
- Excellent organization