



TITLE: TRADE FINANCE SPECIALIST

DEPARTMENT: TRADE SERVICES DIVISION

WORK LOCATION: MAIN LOCAITON - 99 MADISON AVENUE, NEW YORK

STATUS: FULL TIME/ EXEMPT

OVERVIEW:

Trade Finance Specialist is responsible for advising letters of credit/amendments, issue and amend Irrevocable Reimbursement Undertakings, check documents both 1st and 2nd level, process payments, perform investigations, and review the work processed by other LC Specialists from time to time.

RESPONSIBILITIES and DUTIES:

- Familiarity with processing of Import and Export Letters of Credit
- Documentary Collections
- Negotiation and Advising of L/Cs
- Familiarity with UPC600, URC 522 and Incoterms
- All phases of trade finance

EDUCATION and EXPERIENCE:

- Associate Degree (Bachelor's degree preferred)
- Must have 5 to 7 years related experience required in Banking Trade Industry

REQUIRED SKILLS:

- Ability to communicate well, follow procedures and policies of the Bank, work under pressure, ability to meet deadlines, team player and an understanding to the concept of superior customer service.
- Ability to handle multiple tasks simultaneously, in a busy office environment.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.
- Ability to work flexible hours and extended hours as needed.

COMPENSATION is dependent on experience.