

# Trust Operations Specialist

SECURITY BANK & TRUST COMPANY

Glencoe, MN



Security Bank & Trust Co. is looking for a Full Time Trust Operations Specialist to be responsible for various routine and non-routine Operations functions within the Trust Department along with providing support to the Investment Officer.

## Position Competencies:

Successful candidates possess organizational skills, functional and technical skills, effective written communication, and problem-solving skills.

## Responsibilities:

- Execute & settle asset trades timely & accurately
- Open & close accounts
- Perform asset transfers
- Create & modify investment reports
- Calculate & collect fees
- Maintain name & address records
- Compliance tracking
- Backup operations personnel
- Perform miscellaneous operations functions as needed
- Perform scanning & file maintenance
- Assist operations personnel as needed
- Assist Investment Officer with research & reports

All employees are responsible for internal controls in the performance of their assigned duties. Internal Control responsibilities are established in various policies, procedures, and documents, including the Code of Conduct.

## Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## Education and Experience:

High school diploma required.

## Language Skills:

Strong verbal and written communication skills are required. Conduct oneself with a level of professionalism. Able to respond to common inquiries or complaints from clients or vendors, regulatory agencies or members of the business community. Proven ability to present information to groups or individuals in a confident and professional manner.

## Reasoning Ability:

Must be able to prioritize workload and complete tasks in a timely manner.

## Other Skills/Abilities/Specifications:

Knowledge of Microsoft Office, including Word, Excel, Power Point is required. Microsoft Outlook is helpful. Strong sales skills commensurate with knowledge and experience. Superior human relation skills. Ability to work effectively under deadlines and pressure. Self-motivated ability to work consistently and productively under minimal supervision.