

## Process Support Officer – Bundaberg or Brisbane

- **Progressive organisation**
- **Full Time Position**

Auswide bank is currently seeking a suitable candidate to fill the position of Process Support Officer based in either Bundaberg or Brisbane.

Auswide Bank is a Queensland Australian based bank, where we value our people and most of all our customers. Our vision is to be a leader in retail banking in our communities.

We are looking for a fulltime candidate with a can do attitude and a keen eye for detail and a strong ability to understand process and associate risk and develop an understanding of the Bank's core banking systems and reporting.

This role is within the Support Services Operations team. Previous Banking experience in a back office support or reporting role would be beneficial. This role can be based in Bundaberg or Brisbane depending on the right candidate.

### Day to day your role will include but not limited to:

- Monitor and manage the existing audit & exception reporting obligations within Support Services
- Provide reports on investigated system functions & gap analysis and provide recommendations
- Assist with the processing of commission payments
- Assist with the administration and compliance of accreditation
- Administer NextGen requirements, in terms of facilitating electronic loan lodgement.
- Undertake various projects and duties as required.
- Conduct gap analysis on our current systems to enhance the capabilities to support our offered products to create productive processes and tasks.

### Required Knowledge and Skills

- Work towards gaining a sound knowledge of our core banking systems
- Sound Microsoft Office Skills in particular Excel, Word and SharePoint
- Exposure to JIRA would be an advantage
- Work towards attaining a sound skill set in Six Sigma, Nintex & SharePoint

If you require any further information regarding this position, or you would like to apply please do not hesitate to contact HR at Auswide Bank – [hr@auswidebank.com.au](mailto:hr@auswidebank.com.au).

*Small things. Big difference.*