

<u>Job Description –</u> Department- Global Trade Services	
Position	
Position Purpose	We are looking for a dynamic and detail-oriented Deputy Manager-Trade Operations with a strong background in Trade Finance, including documentary credits, collections, bank guarantees & remittances. The ideal candidate will bring 5 years of hands-on experience in Trade Finance operations and will be responsible for managing a small team, ensuring quality and compliance of trade transactions & improving operational efficiencies
Role & Responsibilities	1. Transaction Processing & Quality Control - Ensuring timely and accurate processing of trade transactions including: i. Letter of Credit – Issuance, Amendment, Settlement ii. Bills for Collections- Inward and Outward iii. Remittances – Inward and Outward iv. Bank Guarantees : Inland & Foreign – Issuance, Amendment, Closure - Perform quality checks and validations to ensure compliance with SOPs and regulatory guidelines. - Escalate discrepancies or compliance concerns proactively to higher authorities. 2. People Management - Lead, mentor and coach a small team of 50+ trade operations executives. - Monitor team performance and ensure adherence to SLAs, TATs & Accuracy. - Conduct regular training and development sessions for team members. - Capacity Management and resource planning. 3. Stakeholder Management - Coordinate with internal teams for seamless day to day business functions. - Provide prompt and accurate MIS reports or Dashboards to client. 4. Risk & Compliance - Assist in internal and external audits. - Timely closure of Audit observations related to business unit.
Job Specific skills	- Strong knowledge of Trade Finance products and processes. - Familiarity with RBI guidelines and others like FEMA, UCP 600 etc. - Strong people management and leadership skills. - Excellent communication and interpersonal skills

	• Excel knowledge is must.
Educational Qualification	• Graduate/Postgraduate in Commerce, Finance or related field. • Professional Trade Certifications is added advantage.
Minimum Experience	• 4-5 years of experience in Trade Operations. • Managing a team of good size.
CTC offered	Best in Industry
Location of posting	Bangalore, Karnataka