ATM Coordinator

SUMMARY:
Responsible for all the administrative functions for the ATM program of the organization.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)
- Opens new ATM accounts and implements procedures to enter accounts into the organization's computer system together with limits and any other special conditions of use.
- Accountable for all card control, including: ordering, replacement of lost and stolen cards, restricting usage, issuing additional cards, and processing claims related to illegal card usage by customers of others.
- Reviews applications received by mail for completeness and gathers the necessary documentation before forwarding application to the Loan Department for overdraft protection processing.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)