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JOB ANNOUNCEMENT

P.O. Box 1808, El Centro CA 92244
(760) 352-1889, Web Site www.yourcvb.com

Recruitment for:	Internal & External Recruitment
Job Title:	Operations Manager
Department:	Retail
Location:	Brawley
Position Type:	Full Time
HR Contact:	Telephone No.: (760) 352-1889
Date Posted:	Monday, June 14, 2010
Posting Expiration Date:	Friday, July 02, 2010
Employees must notify supervision when submitting a Resume. Application/Resumes must be received by 5:00 p.m. on the expiration date.	
E-mail: resumes@yourcvb.com Attention: Human Resources Title: Operations Manager	Mail: Human Resources Department Community Valley Bank P.O. Box 1808, El Centro, CA 92244
Job Description Overview	
<p>Primary Function: Working closely with the VP Retail Sales Manager, the successful candidate's responsibilities will include:</p> <ul style="list-style-type: none"> * Managing and directing day-to-day processing, clearance and settlement of transactions between the Bank and counterparties, ensuring the smooth, efficient and risk free passage of these transactions through the Bank's systems * Knowledge of Bankway Core Processing System * Strictly follow regulatory requirements and Bank policies * Working closely with Back Office to ensure their business requirements are met with a view to reducing costs by improving processes * Supervising, motivating and developing a team to ensure that daily operations are performed effectively and that customers receive professional service * Participating in design of operating process workflow of new products 	
Licensing and Certifications Requirements: A valid state of California Drivers License.	
Testing: None	
<p>Negative drug test required as a condition of employment. Community Valley Bank is an Equal Employment Opportunity/Affirmative Action Employer</p>	