



VACANT POSITION

**PARAMETERIZATION OFFICER AT PARAMETERIZATION SECTION /
IT DIVISION**

DUTIES:

- Implements parameterization plans for new products / functionalities in core banking applications.
- Coordinates with other sections within IT Division, vendors and country responsible person in resolution of any problems in normal operation of core banking applications.
- Provides support to business units in conceptual design of new products.
- Participates in activities ensuring development and maintenance of all interfaces regarding centralised banking systems.
- Provides resolution of reported production issues for core banking applications.
- Reports to Parameterization Section Head about the statuses of on-going projects / activities according to established guidelines and procedures.
- Reports to Parameterization Section Head about any incidents in normal operations of core banking applications.
- Participates in reviewing of existing and developing of new procedures and guidelines for operations in Parameterization Section.
- Performs feasibility study analyses.
- Performs activities to ensure custody of documentation (keeping and tracking relevant records) regarding core banking applications.
- Performs activities regarding the Beginning of Day/Intraday/End of Day/End of Month/End of Year operations of the centralized banking systems.
- Ensures that all units of the Bank (internal customers) receive prompt response and efficient support in their daily operations, in their requests for development of new products/functionalities, or for any reported incidents in normal operations of core banking applications in line with established guidelines and procedures.

QUALIFICATION / KNOWLEDGE:

- University degree in Information Technology
- Good knowledge of English
- Very good knowledge of Information Technology
- Very good knowledge of banking business processes, products and functionalities
- Proven experience in core banking systems parameterization
- Proven experience in incident management
- Very good understanding of project management principles
- Knowledge of Databases Oracle, SQL Server
- Knowledge of Development's Languages (Visual Studio ,VBA, PL/SQL ,Transact SQL)
- Knowledge on Business Object is a plus
- MS Office

ABILITIES / COMPETENCES:

- Good organisational and administrative skills
- Excellent presentation and communication skills (written and spoken)
- Ability to conduct and direct research of business products as required
- Proven analytical and problem solving abilities
- Ability to effectively prioritize and work under pressure
- Highly self-motivated and directed
- Customer service orientation
- Flexibility

The interested Candidates should submit their Curriculum Vitae to this e-mail address: hr.albania@alpha.gr.

*Deadline of application is **January 19, 2018**.*

The application for employment through the aforementioned methods intends the submission of some information to the Bank's database, comprising elements of your personal data. The Bank guarantees any user that his/her personal data is secured, recorded and processed by the highest security systems and in full compliance with the provisions of Law no. 9887, dated 10.03.2008 "On Personal Data Protection" and bylaws issued for its implementation, being used solely internally for recruitment purpose and in full compliance with the user's intention. For this reason, when applying for employment by filling in the forms and sending the information to the Bank's database, the user confirms the accuracy of the personal data and declares that is fully aware on the reasons of data processing, thus accepting that the data will be used only for Bank's internal use in compliance with the application's purpose for a period of one (1) year and will be automatically deleted after this period. In any case, the Bank provides the user who is applying for employment with the right to have full access on the information submitted and, among other things, guarantees him/her that, through a request addressed to the Bank, he/she can require to access, delete or modify the data provided.

Please note that only applicants selected from the documentation will be invited for an interview.