



January 2010

Settlements Administrator

About NRT Technology

NRT is a premier supplier of cash/ticket redemption and hardware solutions for the gaming industry. Key attributes of these solutions include faster transaction processing, lower handling costs, optimum reliability, and strategic positioning for new applications. The client's operating environment, communications with key industry interfaces, and satisfying regulatory requirements are important considerations for successful implementation of these solutions.

In 2009, NRT acquired the largest private Automated Teller Machine processing company in Canada, TNS Smart Network Inc. TNS provides daily processing and financial settlement services for a network of over 13,000 ATMs across Canada.

Our environment is entrepreneurial and fast-paced. Individual and creative contributions to our company objectives is highly encouraged and recognized. There will be abundance of opportunities to develop new skills and to benefit from interaction with a highly experienced leadership team.

Reporting to the Settlements Manager of TNS, the **Settlements Administrator** will aid, support, and help coordinate the functions and interactions of the Settlements Team while providing the best customer service possible.

Job Responsibilities

Specific duties include **but are not limited to:**

- Reconciling multiple bank statements in multiple currencies with high volume transactional activity
- Analysis and research of detailed transactional activity with a view to accuracy at all times
- Responding to telephone or electronic enquiries and conducting accurate and timely resolution, including responding to our clients and other Financial Institutions in a courteous and professional manner
- Safeguarding the interests of the company at all times using investigation and audit skills with a desire to find resolution through detailed information from a variety of sources
- Assist with special projects as they arise
- Establishing work priorities, ensuring that deadlines are met, and procedures are followed
- Performing general clerical duties to include but not limited to: photocopying, scanning, faxing, and filing

Employment requirements

- A college diploma is required together with at least 3 years experience in a fast paced Customer oriented business preferably dealing with financial transactional debit and/or credit processing
- Exceptional organizational skills with demonstrated attention to detail



JOB DESCRIPTION

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- Established ability to exercise absolute discretion and maintain confidentiality
- Highly motivated and able to work well both independently and as part of a team
- Ability to work in a high pressure, fast paced environment
- Confident and versatile, with ability to multi-task and prioritize work, strong time management skills
- A desire to succeed and eagerness to streamline current procedures with a view to take on new challenges
- Intermediate to advanced working knowledge of Word and Excel is a must
- Excellent communication and interpersonal skills
- Ability to interact with all levels of the organization in a proficient and courteous manner

Skills Required:

- Conversant in web based windows applications dealing with financial solutions
- A solid background in financial customer support; preferably in an information technology or financial institution environment
- An aptitude for detailed reconciliation and analysis