



“Save today, for tomorrow”

Operations Payments Support

Job Description

The Operations Payment Support role is the foundation of the Operations team. They are responsible for identifying, logging and reconciling Member payments so that the Member has a trouble free experience throughout their Committees.

Duties and Responsibilities

1. Payment Operations team is a cross-function between Operations and Finance at Oraan.
2. You'll be joining a small team in our Karachi office, responsible for managing the critical payments processes that keep Oraan Committees running smoothly.
3. Carrying out important checks to ensure our accounts reconcile, identifying discrepancies, and resolving them.
4. Carrying out tasks which need to happen like clockwork to ensure payments work flawlessly for our Members. This includes processing all electronic transfers, exceptions, and physical cheque operations.
5. Promptly dealing with escalations and queries from our Customer Operations team.
6. Alert management to repeated issues in order to address issues before they result in a diminished level of service.
7. You'll help us continuously improve our processes to adapt to our ever changing demands, and will have the opportunity to work with teams to develop innovative, technology led solutions.



“Save today, for tomorrow”

Required qualifications

1. Bachelor’s degree in business administration, finance, accounting or equivalent work-related experience.
2. Strong handle on excel and ability to pick up softwares.
3. Attention to detail
4. Excellent communication and organizational skills
5. Ability to manage time effectively, set priorities and meet deadlines
6. Ability to learn and adapt to change
7. Desire/ability to work successfully in a small company environment

How to Apply?

Please apply via this [form](#). Click on the link to access the form.
If you are a viable candidate we will contact you.

About Oraan

Oraan is a Pakistani fintech startup with immense growth opportunities. Our mission is to make savings simple, easy and habitual for everyone. We are working to achieve that by creating user-driven financial tools and services.

The method we focus on at the moment is changing the way Pakistanis’ imagine committees.

We enable people to save with a safe group in a simple and transparent method whether they are looking to save for a car, a wedding, or just become better at savings.

To learn more about us, visit our website and social media pages:

<https://www.oraan.com/>

<https://www.facebook.com/myoraan>

<https://www.facebook.com/groups/363112247973922>

<https://www.instagram.com/myoraan>



“Save today, for tomorrow”

Work Environment:

As a company, we're a group of energetic people who are working hard to make a lasting impact in the rapidly evolving world of fintech.

We have an open-floor work environment with a Slack-enabled team that encourages collaboration, creativity, and growth as individuals and as a company. We come from tech, banking, design, e-commerce, and start-up backgrounds, so we certainly welcome talent with outside perspective and experience. We believe regular company social events inspire friendships and strengthen our bond.

Recruitment Process

Our recruitment process works in 3 rounds. First-round is a Mini-case, project or assignment. Shortlisted candidates are called in for two interviews.

Next are two rounds of 60 and 30 min interviews for each selected candidate, during which you will be asked questions to assess four facets - Role related knowledge, critical thinking, teamwork and team fit.

Please note, we may change the order of this process depending on role and candidate.

Good Luck!