



**Position Title:** Vault Specialist

## **Position Type**

Full-Time

## **Work Authorization**

U.S Citizen or U.S. National, Permanent U.S. Resident

## **Description**

A Vault Specialist internally services the customers by maintaining their inventory through performing record center tasks including retrievals, incoming, destructions, internal moves, permanent withdrawals and any special projects requested. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The Essential functions of the job include US Dollar Inventory and Foreign Currency Inventory.

- Prepare US dollar packages.
- Verify courier re-deposits.
- Verify incoming US cash.
- Daily balancing of US cash in the company safe.

## **Location**

Miami, Florida 33126

## **Desired Major(s)**

Bachelor's degree in business or related field.

## **Salary Level / Compensation Type**

To be discussed

## **How To Apply**

Submit Job Application Form on [CEIFX.com/Careers](http://CEIFX.com/Careers).

