



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

Los Angeles, California

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

