



EMPLOYMENT OPPORTUNITY

Bank of the Bahamas Limited, the institution of first choice in the provision of financial services, seeks to identify suitable candidates for the position of:

CLIENT RELATIONSHIP OFFICER

Key responsibilities:

- Monitors Premier/Private Banking Email Box for incoming wire instructions and other correspondence requiring action, (Gaming House Operators, Corporate Clients and Premier Banking Clients);
- **Manages a portfolio of accounts as assigned by the Assistant Manager/Manager.**
- **Sales/referrals targets and performance in line with the Balance Scorecard.**
- Ensures that all instructions are verified via call verification prior to sending same to Business Support for execution **for portfolio of accounts.**
- Generates and Reviews Cheque Clearing Report and contacts respective clients to regularize overdrawn accounts, prior to preparation of Uncleared Funds Report for sign off. (Reports must be completed by 11:00 a.m. for review and sign off); **for portfolio of accounts.**
- Generates report form Business Intelligence and note overdrawn accounts requiring action - Casa Overdrawn Accounts-. Ensuring clients are contacted to regularize account; **for portfolio of accounts.**
- Reviews correspondent bank statements (Chase and Deutsche Bank) to monitor incoming and outgoing funds;
- Reviews and prints incoming emails (internal and external) **for portfolio of accounts.**
- Notifies respective clients of incoming funds;
- Meets with clients who call and appear in office in the absence of the **Premier Banking Officer or as assigned by the Assistant Manager/Manager;**
- Assists with account opening applications and gathering of support information as assigned by **Assistant Manager/Manager.**
- Assists with queries and other requests received from customers (delivery of cheque book orders, draft collection and wire receipts) **as per portfolio assigned.**
- Actions daily request from clients: account to account transfers, renewals of fixed deposits, increases/decreases to fixed deposits, termination of fixed deposits and establishment of new fixed deposits **as per portfolio assigned.**
- Preparation of account opening documentations and ensuring that KYC documents are in order, corporate seals are affixed to proper documents, documents are properly signed, and all documents are completed in accordance with the checklists.
- Performs maintenance in Flex Cube: Updating CIFS, changing details on accounts, adding/removing signatories, stop payments, dormancy, and closing accounts amendments/updates in Flex Cube.

Minimum Requirements:

The position requires: considerable general banking experience; exceptional interpersonal skills with the ability to develop solid relationships with High Net Worth Individuals; an excellent knowledge of all available Premier Banking products, including investment management and company administration, and the vision to tailor existing products or develop viable new ones to meet the needs of existing and prospective clients; a thorough knowledge of Bank standards and guidelines.

Benefits include: Competitive salary commensurate with experience and qualifications; Group Medical (includes dental and vision) and life insurance; pension scheme.

Interested persons should apply no later than **January 31st, 2022** to:

Email: hr.apply@bankbahamas.com