



## 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:

### PREMIER BANKING OFFICER

#### Key responsibilities:

- **Monitors General Premier Banking Email Box (Gaming House Operators, Corporate Clients and Premier Banking Clients, Private Banking clients); for incoming wire instructions and other correspondence requiring action; Ensures all entries and queries are addressed within 24 hours.**
- **Manages a portfolio of complex non – credit relationships inclusive of significant GHO accounts.**
- Sells or refers Banks Products and Services in line with assigned Balanced Scorecard.
- Ensures that all instructions are verified via call verification prior to forwarding same to Business, Card Services or Branch for processing/execution.
- Generates and Reviews Cheque Clearing Report and contacts respective clients to regularize overdrawn accounts.
- Prepares Uncleared Funds Report for sign-off and submission to Credit Risk.
- Generates report(s) from the Bank's system and flags overdrawn accounts requiring action. Ensures clients are contacted to regularize account **for portfolio of accounts.**
- Reviews correspondent bank statements to monitor incoming and outgoing funds;
- Reviews and prints incoming emails (internal and external);
- Notifies respective clients of incoming funds;
- Meets with clients who call and appear in office in the absence of the Manager, Premier Banking as required;
- Facilitates account opening process, data input into the system and gathering of related support documentation;
- Prepares account opening documentation and ensures 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
- Assists with queries and other requests received from customers (delivery of cheque book orders, draft collection and wire receipts)
- 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
- 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
- Tracks Premier Banking transactions/other activities in Excel Spread Sheet; **ensures all items for the Unit are actioned.**

#### 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 31<sup>st</sup>, 2022** to:

**Email: [hr.apply@bankbahamas.com](mailto:hr.apply@bankbahamas.com)**