



## 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:

### Recovery Officer

#### Key responsibilities:

- Managing a portfolio of charged off accounts, acting in a timely manner to identify risks associated with those accounts; enabling prompt action to maximize the Bank's recoveries;
- Conducting timely and constructive collection activity by telephone, letter, field visit, or other appropriate means; effectively utilizing the Problem and Resolution identification method, to facilitate prompt finalization of the account;
- Assessing the customer's financial position to determine if there is an opportunity for a restructure and recommending additional concessions (i.e. rate reduction, write-off, etc.) where such concessions would place the customer in a better position to repay the loan
- Obtaining the necessary support from immediate supervisor to enter into a Forbearance Agreement or an opportunity for temporary increased payments to resolve the arrears position in the short- term;
- Monitoring accounts on Forbearance arrangements to ensure timely payments as agreed and compiling the necessary documents to support the restructure proposal, as per the Credit Policy Guide (CPG)
- Ensuring all security deficiencies are addressed/corrected in the restructure proposal, thereby restoring the Bank's security position;
- Assist other areas of the Unit during staff shortages or critical periods for the Unit.

#### Minimum Requirements:

- Associates Degree in a Business Area or ABIFS Certificate
- 2 years banking experience (minimum)
- In-depth knowledge of the bank's operational policies and procedures
- Knowledge of AML and Compliance procedures
- Excellent interpersonal skills and ability to work collaboratively with others
- Reacts well under pressure
- Excellent written and verbal communication skills
- Excellent negotiation and sales skills

**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 **December 9, 2021** to:  
**Email: [hr.apply@bankbahamas.com](mailto:hr.apply@bankbahamas.com)**