



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:

Mortgage Sales Administrator

Key Responsibilities:

- Manage inbound and outbound calls/emails with respect to mortgage queries.
- Manage calendar/make appointments for Mortgage Officers/Manager, as directed.
- Act as liaison between the Unit and internal/external partners, including, but not limited to: Loan Administration Department, Collateral Securities Unit, Collections Centre, Credit Bureau, Banks, Law Offices, Insurance Companies, and Government Agencies. This may include the completion of standard letters/correspondences.
- Completes loan booking documents once approvals are received from Credit Risk Management (CRM).
- Completes credit reference letters with the support of Mortgage Officer, and Assistant Branch Manager, Mortgages.
- Preparing loan disbursement cheques once authorized by Loan Administration Department (LAD).
- Ensures original collateral securities documents are forwarded to the Collateral Securities Unit.
- Maintain loan files, paying special care in ensuring they are neat, and organized as per Bank standards.
- Ensures proper loan filing, and that a file exists for each loan granted.
- Engage in coaching sessions with immediate supervisor.
- May perform a variety of other administrative duties as assigned by Management.

Minimum Requirements:

- High School diploma, Associates Degree in Banking or related field, preferred.
- Basic knowledge of specific Unit and Bank policies, procedures, and Bank services to appropriately direct customers.
- Basic math skills.
- Working knowledge of computers to use Bank's network and its core banking applications; to create memos, spreadsheets, and to respond to email as necessary;
- Good oral and written communication skills,
- Sound administrative skills
- Ability to work independently to achieve department's goals.
- Strong organizational skills including management of time.
- Ability to operate a variety of office equipment, including computer, calculator, printer, et. al.

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

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Interested persons should apply no later than **June 2nd, 2022** to:

Email: hr.apply@bankbahamas.com