

Senior Client Relationship and Business Development Administrator

BERMUDA COMMERCIAL BANK LIMITED

Bermuda Commercial Bank is seeking an experienced, dynamic, professional Senior Relationship and Business Development Administrator who possesses the ability to actively drive business development activities. The successful applicant must demonstrate a willingness to take on the various responsibilities as demanded by the position, and reports directly to the Head of Operations and Support Services.

DUTIES & RESPONSIBILITIES:

- Respond to client queries related to banking services and supply marketing materials to prospective clients
- Act as primary point of contact for new and potential clients for all banking services, including but not limited to; Fixed Deposits, Letters of Credit, Credit Cards and Loans
- Collect and review account opening documents for accuracy and ensure compliance with the Bank's Customer Due Diligence procedures
- Assist with ongoing development and marketing of the Bank's eCommerce services
- Present eCommerce demonstrations to existing and potential clients
- Coordinate and attend marketing events as well as client meetings
- Assist in the development and implementation of the Bank's marketing strategy and planning

THE SUCCESSFUL APPLICANT SHOULD POSSESS:

- A university degree or equivalent industry experience
- Minimum 10 years' experience, including compliance, marketing, credit, client administration, and online banking
- Solid computer skills, including proficiency in the Microsoft Office suite of products and the internet
- Excellent organization, time management, and communication skills
- Great interpersonal and marketing skills
- Ability to work in a pressured environment, meet deadlines and a willingness to work overtime
- A self-starter with the ability to work effectively within a team
- Flexibility and a willingness to adapt to a changing environment; and
- Experience in credit and general bank lending practices would be a significant benefit for selection criteria

Compensation will be commensurate with the successful candidate's experiences and will include a base salary and a discretionary performance related profit share. References will be requested and verified.

Interested persons should apply by forwarding an application letter and resume no later than:

March 16th, 2012.

Please apply via one of the following methods:

EMAIL: jobs@bcb.bm

FAX: +1 (441) 295-4759

POST: Human Resources Department,
Bermuda Commercial Bank Limited,
PO Box HM 1748, Hamilton HM GX
Bermuda.

For questions please call +1 (441) 295-5678 and speak to the Human Resources Manager.

Bermuda Commercial Bank Limited (BCB) is one of Bermuda's four licensed banks, established in 1969 and regulated by the Bermuda Monetary Authority. We are Bermuda's only bank focused purely on corporate and private wealth clients, offering a range of bespoke financial solutions. Our website is www.bcb.bm. BCB is an equal opportunity employer. BCB is publicly traded and listed on the Bermuda Stock Exchange www.bsx.com (Ticker: BCB.BH). Our share price is available on the BSX and on Bloomberg and is published daily in the Royal Gazette. The Bank offers a friendly work environment with competitive salary and benefits.

BERMUDA COMMERCIAL BANK LIMITED
WWW.BCB.BM

19 PAR-LA-VILLE ROAD
HAMILTON HM 11
BERMUDA

T: +1 (441) 295-5678
F: +1 (441) 296-0601



BCB is an Equal Opportunity Employer.