



## Associate Relationship Manager, Business Banking

A career with Capital G, is more than just a job. When we say 'Welcome to the Family' we mean it. We're currently looking for someone to fill the role of Associate Relationship Manager at Capital G Bank Limited. See if you have what it takes to join our growing family.

The successful candidate will be a dedicated and self-motivated professional, responsible for the management of an existing loan portfolio and the recruitment of new high quality loans. The successful candidate will report directly to a Business Banking Relationship Manager.

### Primary Responsibilities Include:

- Assessing new loan proposals and managing existing loan relationships including collection work
- Assisting the Relationship Manager (Business Lending) and Head of Business Banking with analyzing and various aspects of the Credit Presentations to ensure a timely response to clients
- Assisting the Relationship Manager (Business Lending) and Head of Business Banking with the closing process of loans and mortgages
- Preparing Credit Facility Letters, Attorneys' Mortgage Instructions and Loan Input Forms for processing by the Loan Operations team and subsequent monitoring of same
- Developing solutions by utilizing and cross-selling the Bank's products and services to meet commercial customers' banking, investment and cash management requirements

### The Successful Candidate Must Have:

- A University degree in a relevant field or equivalent combination of formal training and experience
- A minimum of 3 years' experience gained at a major financial institution
- A demonstrated aptitude for superior customer service
- A demonstrated ability and willingness to learn the process for credit underwriting, loan analysis, disbursement and documentation required to promote and protect the Bank's commercial credit products
- Proficient computer literacy skills, including but not limited to Microsoft Word and Excel
- Excellent planning and organizational skills
- Excellent written and oral communication skills

*Capital G is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.*

Please submit a detailed cover letter and résumé no later than 12<sup>th</sup> August 2013 to:

**Human Resources Department**  
**19 Reid Street, Hamilton HM 11**  
**P.O. Box HM 1194, Hamilton HM EX**  
**Email:** jobs@capitalg.bm  
**Fax:** + 441.296.7701

www.capital-g.com 441.296.6969 19 Reid Street, Hamilton HM11, Bermuda

*We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.*