



## Asset Manager, Global Loan Portfolio Group

### Job Summary

The purpose of the role is to manage the banks collateral to minimize risk of asset quality deterioration and maximize return on investment. The asset manager's responsibilities will include asset maintenance, managing tenants, managing asset sales, and working with the bank's appraisal firms. It involves processes, systems and manpower required to manage the life cycle of property including acquisition, control, accountability, maintenance and disposition.

The role is a middle office role that sits in the bank's Global Loan Portfolio Group which is responsible for all aspects of credit risk management as well as leveraging the bank's balance sheet to strategically generate superior risk adjusted returns.

### Job Summary & Specifications:

#### Property maintenance

Manages properties to mitigate risk and maximize investment returns:

- Establishes an approved list of maintenance providers
- Manages a competitive RFP process
- Ensures time and cost of work is within approved scope and minimizes over runs
- Conducts pre-assessments to ensure property is prepared for large storms and weather
- Conducts post-assessments to quantify damage and manage insurance claim process

#### Foreclosures/Sales/Rentals

- Attends all foreclosures and manages security, trucks and locksmith
- Submits a post-foreclosure report
- Works with an approved realtor to manage the sale process and keeps appropriate records
- Tenanting all vacant/expiring lease properties
- Rent/lease Management

#### Resolve tenant complaints/emergencies

- Deals with urgent maintenance requests/issues
- Resolves tenant to tenant issues such as noise complaints

#### New mortgage/renovation / construction loans

- Attends certain property inspections with appraiser
- Works with loan customers on pricing repairs/renovations
- Provides updates on the progress of the construction/renovations

#### Appraisals

- Reviews appraisals from appraisal firms to determine if assumptions are reasonable and defensible
- Conducts property inspections where appraisals have large variations
- Maintains the banks internal comparable sale transaction data base

### The successful applicant must have:

- Min. 8 years' experience in asset maintenance and asset management with a focus on risk management and value maximization
- Undergraduate university degree and additional post graduate training or courses in real estate
- Strong knowledge of Bermuda commercial and residential real estate sectors
- Holds Bermuda real estate license (preferred but not required)
- Solid knowledge of appraisal valuation methodologies, ability to stress test assumptions and ability to monitor and advise on real estate trends
- Experience dealing with both performing and foreclosed assets, including attending evictions, procuring and managing tenants, and managing asset sales processes
- Ability to oversee asset related processes to ensure integrity and optimal performance including managing third party maintenance contractors, RFP's, managing work quality and auditing invoices
- Strong analytical skills and attention to detail
- Excellent written and verbal communication skills
- Experience using excel and reporting progress updates on activities
- Proven ability to communicate effectively with management and team members
- Ability to effectively resolve escalated issues
- Ability to work independently, manage time effectively and deal with sometimes after-hours issues

Clarien 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 January 14<sup>th</sup>, 2015 to:

**Human Resources Department**  
**19 Reid Street, Hamilton HM 11**  
**P.O. Box HM 665, Hamilton HM CX**  
**Email:** jobs@clarienbank.com  
**Fax:** + 441 296 7701

www.clarienbank.com | 441 296 6969

Head Office: 19 Reid Street, Hamilton HM11, Bermuda | Paget Plaza: 161 South Road, Paget DV04, Bermuda

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

Clarien Bank Limited through its wholly-owned subsidiaries is licensed to conduct banking, trust and investment business by the Bermuda Monetary Authority.