Administrator

Job Summary

The Administrator will be required to perform a number of key operational and administrative activities for the Loan Portfolio Group. The successful candidate must be a self-starter and ambitious, detail oriented and proactive.

The role is a fixed term one year contract position to December 31, 2016. This middle office role sits in the bank's Loan Portfolio Group which is responsible for all aspects of credit risk management for all delinquent loans.

The Administrator must be willing to learn various aspects of other roles within the department so as to provide support and coverage as needed.

Primary responsibilities:

- Assists by providing administrative support including reviewing and collating loan documentation, summarizing financial information and coordinating appointments and site visits with maintenance contractors and real estate agents
- Assists with tracking appraisal requests and appraisals received, working with the bank's third party appraisal firm(s) to prioritize requests and coordinate appraisals with borrowers and / or guarantors Prepares internal bank documents and manages templates in the team repository
- Assists with management of purchase orders and invoices such as law firms, appraisers and property maintenance providers
- Assists with arranging team meetings, seminars and training sessions
- Manages checklists for key business processes and master versions of documents and templates used in the group
- Assists with supporting efficiency and cost reduction initiatives, assists with special projects and assists the monitoring of project deadlines
- Maintain electronic and manual files to ensure information and data integrity
- Manages trackers for employee vacation, sick leave and overtime
- Researches, collects, organizes and distributes data and information on ad hoc projects
- Assists and supports various projects within the Bank as required

The successful applicant must have:

- A minimum of 2 years' administrative experience preferably in a banking, insurance or legal environment
- Working knowledge of loan underwriting, credit risk management and the establishment of credit policies
- Must have "critical thinking" skills
    - raises important questions and problems, formulating them clearly and precisely
    - gathers and assesses relevant information
    - comes to well-reasoned conclusions and solutions, testing them against relevant criteria and standards
- Advanced skills in Microsoft Word, Excel and the ability to adapt to new technology and software
- Ability to exercise discretion and respect for confidentiality in all matters
- Ability to work well under pressure while maintaining accuracy
- Able to handle multiple responsibilities and assignments in a demanding environment
- Work partially unsupervised and demonstrate integrity and commitment to work ethic
- Possess excellent written and verbal communication skills
- Professional appearance and ability to work harmoniously with a large and diverse group

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 November 30th, 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.