



## Administrator- Credit Operations

### Job Summary

This position is located in the Credit Operations Department and reports to the Assistant Manager, Credit Operations. The successful candidate will be responsible for the set-up, maintenance, processing and scanning of loan and loan payments and the set-up and scanning of Credit Cards on the Bank's systems and for ongoing administrative, system and operational support for the maintenance of collateral and other supporting loan documentation on the Bank's systems. This person will be responsible for promoting quality service to both external and internal customers ensuring that the public perception of Clarien Bank is positive by providing excellent and efficient service to customers.

### Primary responsibilities:

- Posts all requests accurately in a timely manner and in accordance with authorized instructions and agreed timelines.
- Disburses loan proceeds via cheque or, via direct credit to Borrowers Account and in accordance with authorized instructions received.
- Registers and releases Chattel Mortgages, to include Title Searches at the Office of the Registrar General, as required.
- Assists with the acquisition, maintenance and disbursement of Revenue Stamps
- Satisfies and releases appropriate Loan Documentation for Paid off Loan Accounts in conjunction with and the approval of the named Account Manager.
- Assist with the production of loan, collateral or other control reports as may be required.
- Process all credit card applications according to set procedures and guidelines.

- Assist with the scanning of loan and credit card files.
- Provides back up support and assistance in the Collateral and Cash Vault during staff absences.
- Ensures that all Bank internal policies and procedures are strictly adhered to.
- Ensure that both internal and external customer enquiries, complaints or bank errors are handled professionally, efficiently and courteously and duly documented and in accordance with Bank policies and procedures.

### The successful applicant must have:

- A BSSC plus 5 years of relevant industry and systems experience.
- Ability to work to strict deadlines and to prioritize tasks.
- Demonstrate a customer service orientation.
- Excellent written and verbal communication and presentation skills.
- Proficient in Microsoft Office Suite and industry specific processing applications.

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 March 24<sup>th</sup>, 2017 to:

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

[www.clarienbank.com](http://www.clarienbank.com) | 441 296 6969

Head Office: 19 Reid Street, Hamilton HM11, Bermuda | Paget Plaza: 161 South Road, Paget DVO4, 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.