



Asset Remediation Coordinator

The Asset Remediation Coordinator will be required to perform a number of key operational analytical and administrative activities for the teams within in the Asset Remediation department. These teams interact closely with other departments in the Bank, specifically Credit Risk Management, Enterprise Risk Management and Operational Risk Management. The Asset Remediation Coordinator 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 the Asset Remediation department with the processing and completion of client requests and queries including but not limited to any loan or mortgage queries
- Assists with Loan/Mortgage closing process
- Supports the Head of Asset Remediation and Credit Recovery Managers by ensuring that the necessary documentation, memos and reporting are completed
- Assist Credit Recovery Managers to actively pursue and communicate with customers as to causes for any delinquency and attempts to resolve an agreed process to ensure clearance
- Management and monitoring of reporting to ensure that key processes are completed within Bank policies and guidelines
- Maintains checklists for business processes and master versions of documents used in the group
- Drafts Credit Facility Letters, Attorneys' Mortgage Instructions and closing documents
- Copying files including collateral documentation (deeds, chattels), trust documents, CFL's, past due letters and pertinent details and memos on the file and forwards same to the Asset/Credit Recovery Manager.
- Responsible for processing monthly accounts payables (law firms, appraisers and property maintenance providers) in accordance with policy guidelines
- Responsible for confirming indemnity insurance (law firms and appraisers) in accordance with policy guidelines
- Maintains electronic and manual files to ensure information and data integrity. Researches, collects, organizes and distributes data and information on ad hoc projects
- Maintains trackers for employee vacation, sick leave and overtime
- Performs at a level consistent with the requirements of the role; including but not limited to effective systems navigation, work quantity and quality

- Contributes to team effort by accomplishing related tasks, and making recommendations for process improvements as needed in the department
- Provides appropriate coverage when necessary to cover absences, vacations, and provide assistance when volumes dictate
- Responsible for taking minutes for meetings; both internal and external
- Any other duties as reasonably requested.

The successful candidate must have:

- Associate's degree
- A minimum of 3 years' administrative experience preferably in a banking, insurance or legal environment
- Knowledge of lending principles and credit risk management
- 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;
- Exceptional analytical, problem-solving and organizational skills
- Comfortable using Microsoft Word, Excel (manipulating and interpreting numerical/financial information) 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 Excel.

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 July 20th, 2022 to:

Human Resources Department
25 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
Point House, 6 Front Street, Hamilton HM 11, Bermuda

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

Clarien Bank Limited, through its wholly owned subsidiary companies, is licensed to conduct bank, investments, corporate service provider and trust business by the Bermuda Monetary Authority.