



Commercial Banking Coordinator

The Commercial Banking Coordinator is a key member within the Commercial Banking department, responsible for providing administrative support to the department, serving as a point of contact for Commercial Banking clients, and supporting the Relationship Managers with client requests and onboarding.

Primary Responsibilities:

- Assists the Commercial Banking team with the processing and completion of client requests and queries
- Welcomes guests and customers by greeting them, in person or on the telephone; liaises with organizations and clients in responding to routine inquiries or directing them as appropriate.
- Liaises with clients to ensure that KYC/AML documents are received and recorded accurately
- Performs CAT review CDD update process and EDD as required, coordinating with FCC, Relationship Managers and clients as needed, recommending handling approaches, and making closure requirements as appropriate.
- Maintains filing system in a proactive manner; files, indexes and cross-references correspondence and files
- Researches, collects, organizes and distributes information for internal and external meetings
- Provides all facets of administration support for the Commercial Banking team including the

completion and maintenance of external and internal client reporting requirements

- Engages in cross-training opportunities where available, such as Loan Administration
- Assists with the management of special projects as needed to meet deadlines

The successful candidate must have:

- Bachelor's degree or a minimum of three years of experience (or equivalent work experience) in both credit and general banking.
- The ability to work with limited supervision in a busy office environment
- Must be a team player with a good knowledge of lending and general banking
- Excellent computer literacy skills, including but not limited to Microsoft Office
- Excellent communication skills, both written and oral
- Effective interpersonal skills.

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 May 5th, 2021 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 subsidiary companies is licensed to conduct bank, investments and trust business by the Bermuda Monetary Authority.