



## Relationship Manager

Primary responsibilities include the management of existing and development of new commercial banking relationships with Clarien Bank, with an emphasis on growing the Commercial Loan and Deposit Portfolio. Further performs in the day to day management and the enforcement of policies and procedures of the Commercial Banking Department.

### Primary Responsibilities:

- Developing, establishing and managing relationships with commercial entities to generate new business, particularly credit and deposit opportunities and to promote goodwill for the Bank;
- Examines business plans, financial statements and projections and prepares and/or oversees the preparation of credit underwriting reports and supporting credit documentation;
- Works directly with the Bank's credit approving groups to obtain approval of credit underwriting reports. Prepares credit reporting as required. Ensures credit files are complete and accurate;
- Assisting the department in achieving profitability, sales and quality service objectives;
- Assisting in the development of solutions through the use of the Bank's products and services to meet commercial clients' needs;
- Overseeing the preparation of all documentation related to the commercial clients account to include but not limited to account opening and transactional requests;
- Completing reviews of commercial relationship to ensure ongoing compliance and adherence to policies and procedures of the Company as well as in relation to credit requirements, deposit account activity and risk management requirements;
- Working diligently to create teamwork among all employees in the department, and other divisions in the Bank ensuring that staff deliver a high standard of customer service on a consistent basis;
- Responsibility for the management of Internet Banking set up and maintenance for all commercial clients within the RM's portfolio;
- Assists with special projects relating to the commercial client portfolio from time to time;
- Works diligently to create teamwork and harmony among all employees in the department, and other divisions in the company; and
- Other ad-hoc tasks as reasonably assigned.

### The successful candidate must have:

- A University degree in a relevant field or equivalent combination of formal training and experience.
- A minimum of 3 years of experience in delivery and support of commercial banking and electronic banking products.
- A demonstrated working knowledge of business development/commercial banking process required to promote and protect the Bank's commercial banking products.
- An understanding of financial statements, financial analysis and commercial credit underwriting.
- Strong aptitude and understanding of "KYC" requirements as it pertains to commercial clientele.
- Strong PC skills including Word and Excel.
- Excellent planning and organizational skills.
- Excellent written and oral communication skills; superior interpersonal skills.
- Must be a team player.

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 5<sup>th</sup>, 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.