

## Associate Relationship Manager

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

### Primary Responsibilities:

- Develops and manages relationships with small business entities to generate new business, particularly credit and deposit opportunities and to promote goodwill for the Bank;
  - Structures credit solutions for existing and potential small business clients and works with the credit underwriting team to prepare proposals to be reviewed by the Bank's credit approving groups;
  - Develops and maintains a deep understanding of customer's financial condition and needs;
  - Assists the department in achieving profitability, sales and quality service objectives;
  - Assists in the development of solutions through the use of the Bank's products and services to meet commercial clients' needs;
  - Oversees the preparation of all documentation related to small business clients to include but not limited to account opening and transactional requests;
  - Completes reviews of small business relationships 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;
  - Works 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;
  - Responsible for the management of Internet Banking set up and maintenance for all clients within the RM's portfolio;
  - Assists with special projects relating to the commercial client portfolio from time to time.
  - Other ad-hoc tasks as reasonably assigned.
- Experience in delivery and support of commercial banking and electronic banking products is preferred.
  - A working knowledge of business development/commercial banking processes to promote and protect the Bank's commercial banking products is preferred.
  - An understanding of financial statements, financial analysis and commercial credit underwriting would be an asset.
  - 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.

### The successful candidate must have:

- A University degree in a relevant field or equivalent combination of formal training and experience.

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 21<sup>st</sup>, 2025 to:

**Human Resources Department**  
**25 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

Point House, 6 Front Street, Hamilton HM 11, Bermuda  
[www.clarienbank.com](http://www.clarienbank.com) | 441 296 6969

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 services and trust business by the Bermuda Monetary Authority.

