



EMPLOYMENT OPPORTUNITY

Bank of the Bahamas Limited, the institution of first choice in the provision of financial services, seeks to identify suitable candidates for the position of:

Associate, Business Support

Key responsibilities:

- Manages the Bank's standing instructions (i.e. set up new contracts, perform maintenances and ensures processing per instructions received);
- Balances daily general ledger suspense accounts relative to standing Instructions;
- Inputs daily FCY local USD wire transfers for US\$ cheques drawn on Bank of the Bahamas in Flexcube;
- Inputs American Express wire transfer daily for bill payments received and submitted;
- Inputs weekly government transfers (i.e. BEC, BTC, and NIB – RTGS) in Flexcube and/or via ACH and ensures funding is available to cover value of the transfers;
- Inputs all online transactions: BSD and USD outgoing Wires, A/C-A/C Transfer, Stop payments, Bill payments, Visa loads & payments etc;
- Ensures Visa Interface balances at the end of day.

Minimum Requirements:

- Associates Degree in a Business Area or ABIFS Certificate
- 2 years banking experience (minimum)
- In-depth knowledge of the bank's operational policies and procedures
- Knowledge of AML and Compliance procedures
- Excellent interpersonal skills and ability to work collaboratively with others
- Reacts well under pressure
- Excellent written and verbal communication skills
- Excellent negotiation and sales skills

Benefits include: Competitive salary commensurate with experience and qualifications; Group Medical (includes dental and vision) and life insurance; pension scheme.

Interested persons should apply no later than **April 29, 2021** to:
Email: hr.apply@bankbahamas.com