



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:

Risk Administrator

Key responsibilities:

- Responsible for collating reports/risk register for the business lines;
- Assists with the preparation of ORU's monthly Risk reports;
- Assists with the preparation of ORU's Quarterly board reports;
- Provides prompt verbal/written responses to inquires/correspondence from all Bank staff;
- Schedules departmental meetings and appointments for all managers;
- Records, compiles and distributes Departmental minutes of meetings;
- Coordinates and distributes mail and packages;
- Schedules travel arrangements for members of the department;
- Maintains the Unit's Attendance Controller;
- Answers, screens and transfers (rerouting) incoming phone calls;
- Receives and directs visitors and/or internal clients;
- Maintains electronic and hard copy filing system;
- Performs administrative duties related to Human Resources including: vacation tracking, absentee and sick leave reporting.
- Performs general clerical duties including but not limited to: (1) Checking the general Operational Risk inbox (email) daily to ensure all matters are addressed, (2) Photocopying, (3) Shredding
- Responsible for transfer of old records to Bank Archives Unit;
- Updates Fixed Assets Maintenance Control Form;
- Maintains and orders stationary supplies;
 - Preparation and submission of Stationary orders through ACCPAC and follow up on expected stationery deliveries;
- Provides administrative support to the Risk management team.
- Participates in the planning and fieldwork of Risk reviews
- Assists with monitoring and remediation of ORU's Risk review tracker.
- Assists with incident tracking and monitoring
- Performs other related duties as assigned.

Minimum Requirements:

- Possess an Associate's Degree or equivalent; or a Professional Administrative designation (e.g. CPS, CAP).
- Strong oral and written communication skills;
- Demonstrates excellent professional etiquette and interpersonal skills;
- Demonstrates strong knowledge of Micros
- oft Office suite of products;
- Strong organizational skills including management of time;
- Strong ability to be flexible and multi-task;
- Ability to work independently and as part of a team.

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 **August 30th, 2021** to:

Email: hr.apply@bankbahamas.com