



## **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:

### **Branch Sales Administrator**

#### **Key Responsibilities:**

- Welcomes, pre-screens, and directs loan customers.
- Makes loan appointments for clients, either in person, over the phone, or otherwise as directed.
- Maintains loan customer log.
- Acts as a mediator for loan customers with complaints with all unresolved complaints channelled to the Assistant Branch Manager, Sales/Customer Experience Unit.
- Prints and completes Daily Clearing report. Recommendations to be sent to Relationship Officer and Assistant Branch Manager, Sales.
- Completes credit reference letters with the support of Relationship Officer, and Assistant Branch Manager, Sales.
- Completes loan booking documents
- Preparing loan disbursement cheques once authorized by Loan Administration Department (LAD).
- Ensures original collateral securities documents are forwarded to the Collateral Securities Unit.
- Maintain loan files, paying special care in ensuring they are neat, and organized as per Bank standards.
- Ensures proper loan filing and that a file exists for each loan granted
- May perform a variety of other administrative duties as assigned by Management.

#### **Minimum Requirements:**

- High School diploma, Associates Degree in Banking or related field, preferred.
- Basic knowledge of specific branch and Bank policies, procedures and Bank services to appropriately direct customers;
- Basic math skills.
- Working knowledge of computers to use Bank's network and its core banking applications; to create memos, spreadsheets, and to respond to email as necessary;
- Good oral and written communication skills,
- Sound administrative skills
- Ability to work independently to achieve department's goals.
- Strong organizational skills including management of time.
- Ability to operate a variety of office equipment, including computer, calculator, printer, et. al.

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

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Interested persons should apply no later than **December 1, 2023** to:

**Email: [hr.apply@bankbahamas.com](mailto:hr.apply@bankbahamas.com)**