



External Job Posting

Associate, Business Support

The Bank of The Bahamas Limited, a premier provider of financial services in the region, is dedicated to excellence and innovation in banking. We are seeking an experienced **Associate** to join our growing team and drive the expansion of the Bank's presence within the corporate segment.

Position Overview: The Business Support Unit plays a vital role in providing essential assistance to the Bank's branches and other departments. Given the time-sensitive nature of many customer transactions, it is imperative that these are handled without delay or error. Maintaining the highest standards is crucial to ensure the Bank's success and to mitigate any potential risks.

The Associate is accountable for contributing to the Unit's overall productivity by supporting branch operations in the prompt and precise execution of customer transactions. This must be done in strict adherence to banking standards, policies, procedures, and applicable regulatory requirements. Additionally, the incumbent is expected to offer assistance and provide relief for other key roles within the department as needed.

Key Responsibilities:

- Process Fixed Deposit requests, including liquidations, amendments, additions, and withdrawals.
- Manage standing instructions by setting up new contracts, performing maintenance, and ensuring timely execution.
- Input all outgoing wire transfers in Flexcube, ensuring a tracking number is assigned.
- Process American Express settlement wire transfers for bill payments received.
- Retrieve and print messages directly from the SWIFT system.
- Complete incoming wire transfer uploads, clear the repair queue, perform repairs, and process manual entries as needed.
- Print and log incoming requests from branches and units.
- Process customer online (eBanking) requests, including outgoing wire transfers, stop payments, bill payments, and Visa loads/payments.
- Post journal batches in Flexcube as required to complete transaction requests and apply charges.
- Ensure appropriate approvals are obtained from Credit Adjudication, the Central Bank, and Compliance, where applicable.
- Assist in clearing reconciliation items.
- Ensure strict adherence to AML/ATF and KYC policies and procedures.

Minimum Qualifications & Experience:

- Associate's degree or equivalent; or a minimum of one (1) to three (3) years of professional experience in branch network operations.
- Possess strong accounting skills with attention to detail.
- Excellent interpersonal skills.
- Ability to work effectively both independently and as part of a team, maintaining a professional demeanor.
- Exceptional organizational and multitasking skills, with the capacity to process information quickly and accurately.
- Excellent oral and written communication skills.
- Strong knowledge of the Flexcube system and aptitude to operate a variety of office equipment, including Microsoft Office applications, calculators, printers, scanners, and photocopiers.

Why Join Us?

- Be part of a high-performing team that values innovation and excellence.
- Competitive salary, performance-based incentives, medical insurance (including life, dental, and vision), and a robust pension plan.
- Be part of a team that values your expertise and invests in your success!

Deadline to Apply: Wednesday, June 11, 2025 at 4:30pm.

Application Submission: Please email your application to hr.apply@bankbahamas.com.