

The National Bank of the Virgin Islands (“the Bank”) is seeking a qualified person to fill the following full-time position:

CREDIT ADMINISTRATION OFFICER I

Job Summary: i) To provide support to the Credit Department. ii) To contribute to the overall success of the Credit Administration Unit.

Educational Requirements: Two-year college (Associate Degree) in Business Administration with a concentration in Finance, Accounting, Management or any other finance-related degree.

Training/Skill Requirements: i) knowledge of Bank products and services; ii) proficiency in Microsoft Office Tools; iii) typing and organizational skills; iv) tact and diplomacy; v) strong organizational skills; vi) good communication skills; vii) ability to work well under pressure; viii) detail-oriented; ix) knowledge of bank regulations; x) mathematical aptitude; xi) telephone etiquette; xii) flexibility and ability to multi-task.

Experience: 1-3 years in a Clerical, Banking or Accounting field.

Primary Responsibilities include, but are not limited to:

1. Prepare closing documents for all credit matters pertaining to both retail and commercial transactions.
2. Conduct credit investigations for loan applications managed by the Credit Department and coordinate thorough analyses when the report indicates that the loan is current.
3. Assist with investigating credit-related inquiries received from the Credit Department.
4. Contribute to maintaining the department's file management system for both Collateral and Credit files, ensuring that they are securely stored, kept current, and up to date.
5. Assist with the retrieval of records to facilitate internal and external audits of Collateral and Credit files.
6. Verify loan documentation for completeness and accuracy before processing. Accurately input loan data, in accordance with the Terms and Conditions laid out in the approved application.
7. Assist with maintaining the digital loan security records “master record”, ensuring accurate and up-to-date documentation for all loans.
8. Assist with contacting customers regarding insurance policies that are set to expire, as well as those that have already expired.
9. Assist with contacting insurance companies regarding the renewal of insurance policies.
10. Perform all job responsibilities with a positive approach at all times.

Reporting Line: Credit Administration Supervisor

Submission Deadline: 3rd September 2024

Interested persons should send their application letter and résumé **ONLY** via email humanresources@nationalbank.vg to the attention of:

***Ms. Chanteé Mathavious
Human Resources Manager
National Bank of the Virgin Islands Limited
P.O. Box 275
Road Town, Tortola VG1110
British Virgin Islands***

Please call (284) 852-2986 if any further information or clarification is required.