

VACANCY

Personal Banking Officer

Applications are invited from persons with suitable qualifications to fill the position of “Personal Banking Officer” at the Republic Bank (EC) Limited.

This position will be located ‘St. Kitts’ and will report to Basseterre Branch in St. Kitts.

The jobholder is responsible for:

- Contributing to the achievement of the Branch sales objective and strategies through actively promoting and selling the Bank’s products and services and providing professional, efficient, and confidential service.
- Executing the Branch Compliance/Security responsibilities in accordance with the Bank’s systems and procedures.

DUTIES AND RESPONSIBILITIES

- Conducting interviews for Credit Facilities (Loans, mortgages, and overdrafts), deposits, and investments account, analyzing, assessing and making recommendations for approval to complete the sale.
- Broadening the banking relationships with new businesses and increasing the existing customer base by formulating and implementing marketing strategies and cross selling all the bank’s products to meet and exceed Branch and individual sales targets.
- Obtaining, preparing, and perfecting all documents and security items required for completion of sale, and other ancillary services e.g. preparation of documentation for signature changes, joint accounts for existing RIMS, changes of security items, settlement letters etc.
- Remediating all high-risk accounts to ensure documentation is current and up to date.
- Resolving all sales queries e.g. duplicated payments, arrears, waivers, etc. and other related administrative tasks.
- Providing administrative assistance to the branch e.g. marking off tellers, completing snap checks, etc.

QUALIFICATIONS AND EXPERIENCE

- Minimum five (5) CXC/CSEC passes required (including Mathematics and English)
- Any other Qualifications such as Diploma, CAPE, Associates Degree, or its equivalent would be an asset.
- At least five (5) years of branch banking experience with two (2) years in a Service role.

BEHAVIOURAL COMPETENCIES AND SKILLS

- Strict adherence to the Bank’s ethics and operating principles.
- Strong Sales focus and ability .
- Very Good Organizational and Time Management Skills to plan, organize and manage time to meet set deadlines.
- Very Good demonstration of the Bank’s Core Values behaviours.

REMUNERATION:

The Bank offers an attractive compensation package.
Closing date for submission of applications is **April 4, 2025**

Kindly submit applications and resume by email to - rblecapplications@rfhl.com

Thank you for your interest in Republic Bank (EC) Limited.

****Please note that only suitable applications will be acknowledged.**