



## **ABOUT FCM BANK**

FCM Bank Ltd, headquartered in Swatar, Malta, is a growing financial institution with an expanding presence in the Czech Republic and Germany. We provide lending solutions including working capital, real estate, project finance, and investment loans.

In addition, we offer deposit products for both individual and corporate clients. At FCM Bank, we focus on building long-term relationships, delivering reliable service, and supporting our clients with a genuine commitment to their success.

We have recently opened the position of **LEGAL SUPPORT OFFICER** and are seeking a talented individual to join our dynamic team of professionals.

Reporting directly to the Head of Legal, the Support Officer will form part of the Legal Department team. The appointee is expected to provide administrative support to the Internal Lawyers and Recoveries Team.

## **KEY RESPONSIBILITIES**

- Provide day to day support to the Legal team in administrative duties;
- Represent the bank during waivers and cancellation of securities;
- Assist the lawyers in pre and post deed preparatory work including communicating with Notaries;
- Support the team handling the oversight of the non performing loan portfolio;
- Other relevant duties as required within the Legal team;

## **REQUIREMENTS**

- Mature personality with excellent communication skills;
- Ideally 3 years' experience in a credit institution preferably with a credit, legal or recoveries background;
- A team player, organised, self-driven individual;
- Verbal and written fluency in Maltese and English is mandatory (given the nature of the role);
- Able to work under pressure;

## **BENEFITS**

- Health insurance cover under the 'Private Hospital Scheme' and Dental Insurance cover;
- Staff home loans at beneficial rate - subject to successful probation;
- Training and Development budget;
- Company Events and Teambuildings;
- Discretionary annual Bonus based on individual KPIs and company results.



If you are interested in being considered for this position, please send a cover letter and CV to [vacancy@fcmbank.com.mt](mailto:vacancy@fcmbank.com.mt)