



About FCM Bank

FCM Bank is a Maltese Bank specialising in Corporate Financing Solutions and Corporate and Personal Deposits. The bank focuses on delivering simple and straightforward products to its customers whilst striving to provide them with the best service possible. Our strong customer focus is reflected in our workplace, and we are constantly evolving and looking for opportunities for success in this dynamic and challenging market. Our people are our most important asset and play a vital role in our efforts to continually enhance our performance for customers and provide best-in-class products and services.

We have recently opened the position of **Legal Support Officer** and are seeking a talented individual to join our dynamic team of professionals.

Legal Support Officer

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.

Duties include:

- 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;

Full on the job training and support will be given to the right applicant.