

FCM Bank Limited is based in Malta and forms part of the SAB Group. FCM Bank Ltd specializes in corporate lending through the following products: Working Capital Loan, Real Estate Loan, Project Finance Loan, and Investment Loan. The Bank also provides deposit products for both retail and corporate clients. With a focus on delivering simple and straightforward products, the Bank strives to provide outstanding service to its customers.

This strong customer focus is reflected in the workplace, as the Bank is constantly evolving and seeking opportunities for success in this dynamic and challenging market. Human Resources are the most important asset and play a vital role in efforts to continually enhance the Bank's performance and provide best-in-class products and services for customers.

Currently, the position of **CORPORATE SUPPORT OFFICER** is open, and the Bank is seeking a talented individual with a demonstrable record of accomplishment to join the dynamic team of professionals.

Job Description

The responsibility of the Corporate Support Officer is to support the Relationship Managers with the development of the bank's corporate book of business and management of relationships, in line with its business strategy.

Key Responsibilities

- Contribute to the acquisition and referral of new clients for both lending and deposits and support the marketing of the Bank's products.
- Act as primary contact for the Corporate Deposits and support the Corporate Team with activities related to the growth of this area of business.
- Attend customer meeting to directly support onboarding of relationship and account opening.
- Support the Relationship Managers with research and evaluation of customers' creditworthiness.
- Work with the Relationship Managers on customers' due diligence matters and form part of the Bank's first line of defence in line with the Bank's Risk and AML framework.
- Follow up with customers on the collection of financial data, documentation and information required for the completion of business proposals.
- Assist the Relationship Managers in pre-planning and executing scheduled reviews and prepare annual review assessments, predicting any new risks.
- Monitor and service existing relationships and respective facilities.
- Liaise with other internal functions mainly Deposits, Risk, Operations, Compliance and Legal for the smooth completion of end-to-end processes in line with Business Priorities.
- Offer excellent customer service to the Bank's customers both in terms of lending and deposits.
- Embrace a culture of continuous process improvement and support the Bank's professional practice and quality control standards.
- Participate in any system testing and implementation covering corporate team requirements.

Required education, skills and experience

- Knowledge of Credit Operations and Corporate loans support and other corporate products including Deposits and Bank Guarantees is considered an asset.
- Ability to work with minimal supervision and strong skills in prioritizing, organization, and time management to meet tight deadlines.
- Strong communication, analytical and financial skills, ensuring clarity and accuracy when conveying information to management.

- High level of attention to detail.
- Proactive person who understands the dynamics of working in a growing team with an approach of continuously learning on-the-job.
- Strong 'team' skills that promote an environment of co-operation and trust.
- Positive attitude and strong self-motivation.
- Fluent in both Maltese and English.
- Literacy in MS Office applications with a focus on Microsoft Excel.

How to Apply

If you are interested in being considered for this post, please send a covering letter and CV to vacancy@fcmbank.com.mt.