



# Example of Assistant Relationship Manager Job Description

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Our growing company is hiring for an assistant relationship manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant relationship manager

- Support the RM on KYC, account openings, client on-boarding, preparation of loan records etc
- Handle clients enquires and help maintain the client relationships
- Coordinate with different departments to ensure smooth delivery of product/services to corporate clients
- Assist in preparation of credit reports and periodic review on client portfolios
- Assist on new on boarding for Treasures Private Client (TPC) client and sending out welcome pack
- Direct supervision of Relationship Lenders
- Work within the team to analyse complex lending scenarios for Commercial to Mid-Corporate customers with a funding requirement of €1m - €15m
- Complete detailed financial modelling and credit analysis
- Engage with Business Influencers and existing Bank customers displaying good interpersonal skills and strong commercial awareness
- Implement the customer relationship strategy for Business Banking clients

## Qualifications for assistant relationship manager

- Minimum 2 year of experience (preferably in funding position)
- Possess at least Bachelor Degree from any major
- Good interpersonal and communication skill, selling skill, target oriented, has self confidence, work team
- A self starter who is ambitious and highly motivated team player

- Minimum 3 years of work experience in the banking or financial services industry, preferably in branch operations or financial advisory