



Example of Assistant Relationship Manager Job Description

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Our innovative and growing company is looking to fill the role of assistant relationship manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for assistant relationship manager

- Assist Relationship Managers to achieve budgeted revenue and other campaign targets
- Help drive sales process and enhance utilization by proactively identifying business opportunities and pursuing deals
- Provide high quality customer service on enquiry, transactions handling and offer operational solutions to enhance customer satisfaction
- Prepare comprehensive and clearly written BCA for credit approval in a timely fashion
- Promptly attend to excesses / bills referrals in accordance with the Bank's policy
- Proactively monitor excesses and communicate with customers in line with account strategy
- Monitor risks on a daily basis, ensure prompt reporting and take appropriate actions to deal with irregularities
- Ensure internal / external KYC requirements are adhered to AML CDD policies and procedures
- Maintain high quality standards in CDD Profiles and documentations
- Ensure CDD Profiles presenting to RMs are error-free for timely sign off

Qualifications for assistant relationship manager

- Experience in corporate lending, corporate finance and investment banking would be an advantage
- Strong credit and financial analytical skills and structuring cross-border solutions, experience in industry research
- Strong interpersonal and excellent communication skills to serve offshore clients, candidates who can speak fluent Japanese, Mandarin and/or Bahasa Indonesia will be preferred
- Degree holder, preferably in business or finance related discipline
- Must be registered RI