



Example of Relationship Assistant Job Description

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Our company is growing rapidly and is looking for a relationship assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for relationship assistant

- Deliver of specifically agreed goals operating on an independent basis and / or as a member of a broader team
- Assist the team in day to day credit management and administrative tasks for existing Business Banking customers
- Ensures compliance to government regulations
- Working closely Relationship Managers to fully implement new deals in line with Business Banking "One Best Way" in order to complete loan drawdowns in line with customers' request
- Delivering excellent customer service through effective implementation of the bank's credit and service processes, placing the customer at the heart of everything we do
- Providing support to Relationship Managers across the UK for both RBS and NatWest
- Ensure that clients' calls are always attended to promptly and efficiently
- Properly track critical expirations and key customer indicators in order to mitigate operational risk in the portfolio
- Assist the Team Leader in the evaluation, hiring, training, of the relationship assistant staff
- Provide corporate banking clients with outstanding service including opening accounts, transferring funds, processing wires, and answering questions with regards to loans and deposit accounts

Qualifications for relationship assistant

- At least 4 years of Corporate Banking Assistant RM experience, or Corporate Banking mid office experience
- Good corporate banking product knowledge
- 2-5 years of Retail Lending underwriting and sales management experience
- Demonstrated ability to supervise, train and direct the activities of others
- Expertise in 1st mortgage (FNMA/Freddie Mac) products and requirements