



## Business Development Assistant

**Boslil Bank Limited** is currently seeking applications for suitably qualified persons to fill the following position.

### BUSINESS DEVELOPMENT ASSISTANT

#### GENERAL ACCOUNTABILITY

To form an integral part of the Business Development Team to execute the Bank's growth strategy.

#### KEY DUTIES & RESPONSIBILITIES

- Print out all new applications; log, arrange and pass to Business Development Officers for reviewing within 24 hours.
- Manage the applications box by attending to all incoming emails.
- Provide Business Development assistance to the Panama and Uruguay offices; including receipt of applications from that office to be passed to Compliance.
- Assist with reviewing new customer applications; ensure files are complete given the risk profile of the client, and follow-up on outstanding information on a timely basis.
- Scanning and uploading all documentation for finalized applications in CAMS, in a timely manner.
- Review new customer applications; ensure files are complete given the risk profile of the client, and follow-up on outstanding information on a timely basis.
- Maintain and update New Applications, Rejected and Declined Applications Logs, in order to track the application process and for the preparation of reports for the department.
- Assist with the regular reviewing and reporting on actual results to budget as well as monitoring and reporting on specific initiatives, e.g. ad campaigns, business development trip etc.
- Assist with measuring and reporting of business development metrics
- Work with intermediaries and other introducers of business to ensure clarity on Boslil's due diligence requirements to ensure efficient and effective opening and operations of accounts.
- Attend local or foreign promotional events as required and promote Bank's products and services e.g. conferences.
- Prompt attendance to all queries and correspondence between internal and external stakeholders of the Bank.

#### QUALIFICATIONS/EXPERIENCE REQUIRED

- Associate degree in Business Studies/Accounting/Marketing/International Relations or three A Levels or CAPE passes in Accounting/Business/Finance/Entrepreneurship/Economics/Marketing.
- Minimum of two (2) years' Banking experience or, relevant experience in Sales/Business Development.
- Ability to speak and write fluently a second language preferably Spanish would be an asset.
- International exposure and an understanding of international business cultures will be an asset

#### BEHAVIOURAL ATTRIBUTES/SKILLS

- Sales—Growth Mindset
- Attention to detail
- Excellent Client Relationship Building, understanding your customer
- Excellent communication skills
- Strong organizational and time management skills
- Strong interpersonal skills
- Able to work well with a wide range of people
- Ability to work Independently
- Self-Motivated
- Goal-oriented, focus
- Ability to connect and build relationships with customers

**Required documents for submission, application letter, certified copies of certificates, certificate of character, two reference letters , resume.**

**Deadline:  
August 10, 2021**

Address: Application for the post of Business Development Assistant  
Boslil Bank Limited, Gros Islet, Saint Lucia.  
Preferred method: Email: [boslilrecruiting@boslil.com](mailto:boslilrecruiting@boslil.com)