

Secretary to Credit & Risk Manager

Job Title: Secretary to Credit & Risk Manager	Department: Credit & Risk	Reports to: Head of Corporate Risk		
Main Purpose of Job <ul style="list-style-type: none"> To provide all aspects of admin support to Head of Credit & Risk and the overall department to ensure the efficient running of the business. 				
Main Duties <ul style="list-style-type: none"> Liaising with corporate clients via telephone and face to face. Actively keep up to date with market conditions Be responsible for all general queries, resolution of issues Adhere to all compliance needs within the business – DPA/AML/TCF Adhere to the agreed Blemain Group Values Ensure all telephone calls are handled within the agreed company service level Diary management for all relationship managers Source information about clients using the sources available Analysis of clients loans including security held Monthly reporting of figures for the management team To run errands delivering various documents around the building 				
Key Success Criteria <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> A. Individual Performance Indicator <ol style="list-style-type: none"> Produce Management information Answer customer queries Flexible approach to work Self motivated To keep lists and systems up to date Ensuring all files are placed away regularly ensuring filing trays empty on a daily basis </td> <td style="width: 50%; vertical-align: top;"> B. Expected Deliverable <ol style="list-style-type: none"> Research clients using available sources; internet, archive etc Keep a log all enquires and answer/investigate questions using sources available Proactive learning of the business/self development Inquisitive and self driven – communication of enquires and problems Accuracy when logging and filing To ensure presentable and polite when visiting various departments and delivering documents </td> </tr> </table>			A. Individual Performance Indicator <ol style="list-style-type: none"> Produce Management information Answer customer queries Flexible approach to work Self motivated To keep lists and systems up to date Ensuring all files are placed away regularly ensuring filing trays empty on a daily basis 	B. Expected Deliverable <ol style="list-style-type: none"> Research clients using available sources; internet, archive etc Keep a log all enquires and answer/investigate questions using sources available Proactive learning of the business/self development Inquisitive and self driven – communication of enquires and problems Accuracy when logging and filing To ensure presentable and polite when visiting various departments and delivering documents
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Technical Skills

- PC skills including all office packages
- Telephone skills
- Methodical
- Attention to detail
- Positive/tenacious attitude

Qualifications/ Knowledge/ Experience required

- A Level
- 1 year relevant experience