



PRIVATE BANKING

## **Credit Administrator based in Zurich.**

You have the drive, ambition and skills and we want to give you the opportunity. BIL Switzerland is full of people just like you who share the same values and work ethic. Our diverse workforce offers endless opportunities to expand your skills and gain valuable experience that will help you advance your career. Interested? Let's talk about how we can help one another succeed.

### **Responsibilities**

You will be responsible to approve, administer and review loan and loan commitments to ensure adherence to existing policy guidelines and that documentation is adequate to ensure security of collateral. You will examine loan documentation on a wide variety of loans and loan commitment applications for adequacy and completeness. You will assist with underwriting, analyzing, structuring, prescreening and approvals. You will identify deteriorating trends in credit quality and suggest downgrades as necessary. You will monitor specifically identified credits for concerns or problems as assigned.

### **Qualifications**

To be deemed suitable for this role, you must have at least 5 years of relevant credit risk experience within an Investment or Private Bank. Due to the nature of the role, you must have top rate financial analysis skills and good experience in performing due diligence and counterparty analysis. You must have excellent verbal and written communication skills whilst also having the ability to work independently. And you have the ability to identify, analyze, summarize, derive conclusions and provide relevant recommendations on a variety of credit issues. Requires a Bachelor's degree in finance, accounting or a related field.