



VACANCY

Manager Assistant (2)

BRED BANK Solomon seeks application from a qualified experienced, result oriented, competent, and highly enthusiastic individual to work with us for the position of **Manager Assistant**. This position with attractive remuneration package shall report directly to the **Senior Business Relationship Manager**.

BRED Bank Solomon is a leading financial institution committed to delivering innovative banking solutions and exceptional customer service. We are dedicated to fostering a dynamic and inclusive work environment where our employees can grow and thrive.

Key Responsibilities & Accountabilities:

- Assist the Senior Business Relationship Manager in managing and growing business portfolio.
- Perform full analysis of credit and financial information of clients and writing up loan submissions with appropriate recommendations.
- Follow up on customer financials and relevant information in advance and timely completion of account reviews.
- Prepare Letters of Offers in line with all approval conditions and covenants in a timely manner.
- Work in collaboration with solicitors and Lending Support Unit for settlement of loans.
- Extract, compile and distribute lending reports on a regular basis as and when needed by the business units.
- Attend to customer requests, queries and concerns in a timely manner.
- Liaise with relevant internal business units on client matters to ensure consistent service delivery.
- Support the onboarding process for new business clients.
- Ensure business compliance with policies, procedures, processes and Health & Safety.
- Perform any other duties as and when requested by your Manager.

Preferred Qualification/and Criteria:

- Minimum tertiary qualification – University Degree in either Banking & Finance, Economics or any related field.
- Minimum of 2 years' experience in business analysis or banking environment
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word).
- Ability to work independently and as part of a team.
- High attention to detail and organizational skills.

Why Join Us?

- Opportunity to work with a dynamic and supportive team.
- Professional development and career growth opportunities.
- Competitive remuneration and benefits package

How to Apply:

- The candidates having requisite qualifications, experience and related professional knowledge and skills may apply by sending in your Cover Letter, Certificates and Curriculum Vitae (CV).

Send your applications addressed to:

Human Resource Department, Bred Bank Solomon P.O. Box 1639, Honiara. Or by email: hr@bred.sb

Bred Bank is an equal opportunity employer; however, our preference for this position is to recruit Locally. We thank all applicants for their interest; however, only shortlisted candidates will be contacted.

Deadline for the submission of application is on 15 June 2025.