

VACANCY



Bank of St. Helena Ltd.

Assistant Lending Services Officer (Admin)

Commencing at £8,400 per annum

Bank of St Helena Limited is seeking to recruit a suitable person to fill the vacant position of an Assistant Lending Services Officer (Admin).

Responsible to the Assistant Lending Services Manager, the successful candidate must be flexible to work demands and have excellent customer service skills. They must have a keen eye for detail, exhibit high accuracy levels and have the ability to work under pressure and meet deadlines, whilst working well with others as part of the wider Bank team.

The main duties of the post include:

- Responsible for the conversion of all pertinent documentation to electronic filing and maintaining an accurate filing system;
- Compile and send letters to clients;
- Maintaining lending records on excel applications;
- General administration assistance across the Lending Section;
- Any other duties.

Interested persons can contact Mrs Julie-Marie Yon, Assistant Lending Services Manager on email asst.lendingmanager@sainthelenabank.com or contact her on 22390 for more information.

An Application form and a job profile is available upon request from the Bank. Completed application forms should be addressed to Miss Merle Peters, Human Resources Manager, Market Street, Jamestown or emailed to hrmanager@sainthelenabank.com.

Closing date for applications is Friday, 19 April 2024

Choose a career with Bank of St Helena and enjoy competitive benefits.



Bank of St. Helena Ltd.

Established and regulated in St Helena under the Financial Services Ordinance, 2008 and 2017, the Financial Services Regulations, 2017, the Company Ordinance, 2004 and the Company Regulations, 2004



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