

Company Background

We have a passion for excellence. Innovation drives our growth. We require individual initiative and promote creativity yet we work as a team. Integrity permeates the relationship we build. We value customer focus and concern for our people. We are a fast-growing full service Commercial Bank inviting young, competent and highly motivated individuals to consider these career opportunities and grow with us.

Products & Services

East West Bank understands that personal financial services are of high importance. We provide you with useful information, financial planning tools & better options to help you make your own smart financial decisions. From any direction, East West Bank knows quality banking service you can bank on. Take a giant step forward now, today, with a click of a button to www.eastwestbanker.com. An East West Bank innovative offering, primarily designed to suit the growing complex requirements of business organizations like yours. The Corporate Suite gives you the comfort of knowing that more of your routine & tedious tasks are being taken care of, allowing you to focus on the more pressing needs of your business. East West Bank is embarking a more efficient delivery system of bank products & services through on-line branches, ATMs and soon through Phone banking, Mobile banking and Internet banking. East West Bank's ATMs are linked to the Bancnet & Megalink ATM networks.

Culture and values

East West Bank firmly believes that people make the difference rather than technological innovation alone. With this, East West Bank continued to give focus & attention to the development of its human resources. The Bank saw to it that it continued to hire the most competent people and continually train them, to ensure that the Bank's financial products and services are efficiently delivered to its customers.

Benefits

During the year, the Bank implemented its job-leveling program for rank & file, junior officers with the objective of standardizing the job classifications of common positions across the organization. Streamlining of the compensation system to make it more competitive with the industry & laying down the foundations for a career pathing and succession planning system were likewise attended to. In addition, the Human Resources Group conducted various training & organization development interventions to support the Bank's strategies on employee empowerment and relationship management, factors that are essential to achieving customer satisfaction.

Job vacancies

Account Associates – Corporate Banking

Job description

The person is responsible for monitoring, collecting and encoding loan maturities and interest due and managing day-to-day transactions (availments, re-pricing, extensions, etc.) of the division's clients. He/she prepares transactional documents such as PN and documents needed for establishment/renewal of credit facilities. The job also involves assisting the Division Head and account officers in data gathering for establishing/renewing credit lines.

Job Responsibilities:

- Relays loan/TR maturities and interest due to client in advance
- Encodes daily transactions (LC,TR & loan releases/repricing/prepayments/CWT) in T24 and ensures implementation
- Prepares borrower's Statement of Account
- Coordinates with Operations (Loans & Trade), CCU and Treasury (transactions) and stores (deposits and payments) on daily transactions
- Prepares legal documents for approved credit facilities and ensures that documents are properly accomplished and signed and that clients submit all required documents
- Prepares various reports like Mancom, SME Agri Agra etc
- Accommodate clients' requests and inquiries on computations, debit memos and other bank products (deposits, T/T, etc.)
- Track down details of daily transactions needed for the preparation of historical Account profitability analysis
- Maintains individual borrowers' files
- Assists the account officer in data gathering for establishment and renewal of credit facilities like requesting CIR, appraisal, BIS and trade checking and preparing spreadsheet for AFS
- Senior account associates should progress with capability to prepare Account Profitability Report, financial spreads and eventually assist in COM preparation

Job Qualifications

1. Education –College Degree-Business course
2. Experience – Work experience not required. Brief banking experience is an advantage.
3. Technical Competencies (“Know-how”) – Computer literate
4. Behavioral Competencies (“Traits”) –Customer Focus, Communication, Attention to Detail.

Contact details

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