



**SENIOR MANAGER
DOCUMENTARY BUSINESS DEPARTMENT**

Ref.: DBD/SM/2016

Reporting

The position will report to the Head of Documentary Business Department.

Your responsibilities

- Performing the whole complex of issue of guarantees on behalf of clients of the Bank and documentary operations in the form of documentary credit and incasso, in accordance with international standards, policies of the Bank and legal regulations applied.
- Examination of documents submitted by the customers on the main obligation in order to determine the feasibility of holding a guarantee operation.
- Examination of credit documents and documents from other subdivisions of the Bank to be submitted to consideration of collegiate bodies (committees) of the Bank and the decision to undertake a guarantee operation.
- Registration of issue, modification, and termination of a guarantee jointly with legal advisors and Credit Department.
- Advising on guarantees of other banks and related changes, signature identification on other banks' guarantees.
- Control of claims of payments under other banks' guarantees, monitoring the timely receipt of payments together with the Credit Administration department of the Bank.
- Conducting of guarantee transactions and related correspondence.
- Monitoring of the fulfilment of obligations, stipulated in contracts signed by the Bank by the principals as well as the timeliness of payment of commission fees and Bank's expenses on guarantee operations in accordance with the established procedure.
- Monitoring of the credit limits for guarantee operations for principals in accordance with the terms of the credit risk limits established by decisions of collegiate management bodies (committees) of the Bank.



BANK GPB INTERNATIONAL S.A.

MEMBER OF GAZPROMBANK GROUP

Your profile

- University degree in Finance, Economic or a related field.
- More than five years of professional experience in a similar position in large European bank.
- Expertise in relevant IT applications for Documentary Business.
- Strong analytical skills and details orientation.
- Fluency in English and Russian is mandatory. Fluency in French and/or German is an advantage.

Interested to take up the challenge?

Please send your application, mentioning the above reference, to the attention of Olga Grintsevitch, Head of Human Resources, to the following address: recruitment@gazprombank.lu

Your application will be treated in a confidential way according to the legal dispositions in terms of private data collection and treatment.