Raiffeisen Bank
Make it happen

Guarantees and Documentary Business Officer – Trade Finance and Digital Lending Department - Corporate Products & Digital Banking Division

Who are we looking for?

We are looking for a colleague in the Corporate Product Division to be responsible for structuring and proposing Trade Finance instuments for the customers to mitigate the risk of their commercial relationship. This position is responsible for handling of all aspects related to Import and Export Letters of Credit,Domestic and International Bank Guarantees issued from our bank, the Bank Guarantees received from other banks and also the Import and Export Documentary Collections until their final termination.

What will you do?

As Guarantees and Documentary Business officer you will be responsible for:

- Preparation of Trade Finance deals.
- Studying the contracts presented by the clients or Corporate & SE which include and are the basis for transactions like Letters of Credit, Bank Guarantees and Documentary Collections
- Preparation of the drafts of Letters of Credit and Bank Guarantees and acceptance of the application forms of the Corporate and SE customers.
- Follows in continuance the progress of the Letter of Credit, Bank Guarantee and the Documentary Collection from the opening to the successful closure of the financial operation, applying and respecting the existing procedures and terms and conditions up to their final archiving.
- Input in SWIFT with the proper messages of the categories 4,7, and 9 as needed in case of opening and following up of L/C-s, B/G-s and Documentary Collection.
- Preparation of the proper Templates for instructions to Central Operations regarding booking of commissions and effecting of payments.

- Preparation periodically, at the end of every month, the RBAL's portfolio of the Letters of Credit and Bank Guarantees that are still in process (off balance sheet portfolio).
- Takes Care for the weekly monitoring of the Cash collaterals of LC-s and BG-s .
- Examine the documents presented under the Letters of Credit / Documentary Collection/Bank guarantees from other banks by Courier or by RBAL's clients, ensuring compliance with the predetermined conditions and respective rules of International Chamber of Commerce subject to which the instrument is issued.
- Preparation of the documentary remittance for the documents that are to be consigned to the clients or to be sent to the other banks.
- Checks the Letter of Credit, Bank Guarantee and Documentary Collection register for proper updating.
- Checks the claim under Bank Guarantee evidence report for proper update.
- Is fully conversant with the requirements of the relevant ICC publications covering Letter of Credit, Demand Guarantees and Documentary Collections, with internal rules and procedures of RBAL and BOA requirements.
- Reports the daily activity to the Senior of the Guarantees and Documentary Business and to the Head of the Department.



You need to have:

- University degree in Economics or Related Fields/ master's degree is an advantage.
- At least 3 years of work experience in Banking.
- Excellent communication and presentation skills.
- Excellent knowledge of English language.
- Good team player, and able to adapt quickly to a new and dynamic environment.
- Practical and analytical skills.
- Ability to work under pressure and result oriented.
- High level of responsibility

Only the candidates selected for the interview shall be informed.