



**GAZPROMBANK**  
(SWITZERLAND) LTD

## **Credit Administration Specialist**

### **Job summary**

The position is primarily responsible for administrating and controlling the Bank's commercial loan portfolio, for handling of the Bank's day-to-day credit administration operating activities and for maintaining the credit portfolio database and the quality of data in the EDP system.

The position reports to the Head of Credit Administration & Exposure Monitoring and ultimately to the Head of Credit Administration & Documentary Operations.

### **Main tasks and responsibilities**

- Manage the daily administration for loan documentation in full compliance with the internal standards and external regulatory requirements
- Review loan documents and liaise with internal parties to ensure proper and efficient delivery of credit administration duties
- Control the recording, deposit and withdrawal of the security documentations properly
- Generate, review and maintain loan disbursement reports for presentation to credit committees, and provide monthly reports on the same, in accordance to the credit policy and guidelines.
- Ensure all lending Documentation is complete as per the Company Policy and Procedures with respect to amount of finance, terms and conditions, borrower's borrowing mandate, authorized signatory etc.
- Responsible for monitoring the covenants foreseen in credit lines, especially updating the monitoring tools in respect of new lines granted
- Ensure that there is a robust process for the safe custody and control of all security documents
- Ensure compliance with the internal policy, credit approval terms and conditions regulatory ratio / policies etc., complete set of documentation is complete and verification, thereof, before approving any new finance request
- Responsible for collateral valuation, collateral monitoring and collateral reconciliation with original documents, weekly monitoring of any pledged assets value to ensure compliance of coverage ratio and advise Credit Department to request top up in case of depreciation of pledge share price.
- Review daily system credit monitoring and management reports and identify non performing accounts with irregularities and proactively follow-up to ensure corrective action taken in line with credit policy.
- Monitor all irregularities, past dues, documentation deficiencies, etc., and report to Senior Management

## **Required Experience/Skills/Qualification**

- Swiss / EU passport or valid Swiss work permit
- CA / ICWA with 2 to 5 years of experience in Credit Administration
- A proactive problem solver with excellent credit and analytical skills
- Strong interpersonal and communication skills
- Attention to detail and multitasking abilities
- A result oriented team player, honest, and of high integrity
- Ability to work with minimum supervision
- Strong excel and financial modeling skills
- Fluent English and German, Russian will be an advantage

**We are looking forward to receiving your complete application.  
Please send it to Ms. Severine Boulard [HR@gazprombank.ch](mailto:HR@gazprombank.ch) with remark "Credit Administration Specialist".**