



Position: Commercial Loan Officer

Department: Loan

Reports To: Chief Loan Officer

FLSA: Exempt

Effective Date:

Revised Date: 06/08/2022

POSITION SUMMARY:

To deliver Uncommon customer service to bank customers. Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and methods of payments.

ESSENTIAL DUTIES:

- Approve loans within specified limits, and refer loan applications outside those limits to management for approval.
- Meet with applicants to obtain information for loan applications and to answer questions about the process.
- Analyze applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.
- Explain to customers the different types of loans and credit options that are available, as well as the terms of those services.
- Obtain and compile copies of loan applicants' credit histories, corporate financial statements, and other financial information.
- Review and update credit and loan files.
- Review loan agreements to ensure that they are complete and accurate according to policy.
- Compute payment schedules.
- Stay abreast of new types of loans and other financial services and products to better meet customers' needs.
- Submit applications to credit analysts for verification and recommendation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's degree in finance, economics, or a related field required. Previous banking, lending, or sales experience preferred.
- Excellent sales ability, good interpersonal and communication skills and a strong desire to succeed.
- High level of professionalism, courtesy and attention to detail
- Knowledge of rules and regulations regarding banking guidelines
- Trustworthy, dependable, able to maintain composure under pressure
- Ability to maintain a high level of confidentiality
- Strong communication skills
- Ability to exhibit tact and diplomacy working with staff and the public

SUPERVISOR RESPONSIBILITIES:

- None

SUPERVISION RECEIVED:

- Works under the general supervision of the Chief Loan Officer

WORKING CONDITIONS:

- This position operates in a professional office environment.
- This is a full-time position (40 hours/week)
- Overtime may be required
- Travel will be required

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to satisfactorily perform these essential functions without causing undue hardship for the employer.

While performing the duties of this job, the employee is required to remain in a stationary position for long periods of time and must frequently move about the office. This position travels to various locations and may attend social events. The employee must constantly operate a computer and other office equipment such as phones, keyboards, printers, and copiers. The employee is regularly required to communicate with others via phone, email, etc. Occasionally, the employee is required to move up to 10 pounds and may, at times, be required to move up to 20 pounds.