



Pentucket Bank

Start with heart.

TITLE: Portfolio Manager

In 1891, Pentucket Bank received its mutual charter and was open for business just one day a week in downtown Haverhill. Since our founding, we have been intentional about putting our mission to work. We build partnerships while we serve and lead within local businesses, organizations, and causes. It's how we help grow cities and towns into more vibrant and thriving places to live and work. As a community bank that exists to serve you, we see the possibility and potential all around us—and we are committed to strengthening community and helping you achieve whatever your heart is set on.

SUMMARY:

The Portfolio Manager is responsible for all areas of commercial credit underwriting, monitoring, and portfolio management. The position works autonomously to manage an assigned portfolio of commercial loans, in conjunction with one or more Commercial Loan Officers. Presents facts and offers opinions concerning creditworthiness, loan structure, etc.

DUTIES AND RESPONSIBILITIES:

- Analyzes the credit history, industry, and management of applicants and existing customers to determine their loan repayment capabilities and risk of loss.
- Evaluates potential customer loan requests/risks and makes loan recommendations to management.
- Prepares high-quality credit offering memorandums, annual credit reviews, and criticized loan reviews
- Helps negotiate credit terms, such as costs, loan repayment methods and collateral specifications.
- With the commercial lending team, proactively manages an existing base of borrowers to maintain high credit quality and the Bank's desired risk profile.
- Makes recommendations to strengthen credit underwriting/reduce risk.
- Provides regular reports to Senior Management and Commercial Loan Officers on specific relationships and portfolio summaries.
- Discusses client needs, problems, and complaints with lenders and/or Senior Management.
- With loan officers, makes retention and business development calls on existing and potential new clients.
- Arranges meetings between clients or prospective clients and appropriate financial institution representatives.
- Represents the bank in various civic and community functions to enhance its image and develop new business.
- Promotes favorable image of the bank in all business activities within the community.
- Assists in products and service development to ensure customer satisfaction and the bank's profitability. Recommends upgrades, elimination, or future development of under-performing products and services and development or introduction of new products and services when necessary.
- Good communication, sales, public relations skills, interviewing and research skills.
- Strong understanding of the bank's policies and procedures as well as State and Federal laws and requirements.

SUPERVISORY RESPONSIBILITIES: None

EXPERIENCE/EDUCATION:

The ideal candidate will have a Bachelor's degree in finance or related field and at least 5 years of commercial credit and/or portfolio management experience. Strong credit skills a must. Strong computer skills recommended, including Word and Excel.

TECHNICAL SKILLS, TRAININGS OR CERTIFICATIONS:

Strong analytical skills. Proficient computer skills; Word and Excel. Experience with statement spreading software.

OTHER SKILLS or ABILITIES:

Analyzing Information, Decision Making, Statistical Analysis, Confidentiality, Financial Skills, Research Skills, Reporting Research Results, Forecasting, Thoroughness, Verbal and Written Communication, Professionalism, Quality Focus. Good understanding of financial data such as balance sheet and income statements, cash flow, and industry-standard analysis techniques. Bi-Lingual is a plus.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee occasionally is required to walk and stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Business banking environment. Professional demeanor and dress is required at all times. The noise level in the work environment is usually moderate.

PENTUCKET BANK'S JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I acknowledge that I have received a written copy of the job description for Portfolio Manager as set forth by Pentucket Bank. I understand the essential duties, responsibilities, and standards that are required of me in this position.

Print Name: _____

Signature: _____

Date: _____