



TITLE: VP, Commercial Loan Officer

SUMMARY:

As a mutually owned, community bank, Pentucket Bank's top priorities are customers, employees and community. This role will develop and deepen long term relationships with our business members as well as strengthen relationships within our communities. Our Lenders are part of a winning team and are key contributors to our successful growth strategy. Lenders develop their financing relationships through community involvement, networking, professional affiliations, referrals from within the bank and direct business development efforts. Lenders approve financing decisions within individual lending limits and work collaboratively with senior leadership where appropriate.

DUTIES AND RESPONSIBILITIES:

- Originate, evaluate, process and close commercial loans consistent with Pentucket Bank's credit policy, credit culture and assigned goals.
- Maintain and provide exceptional client service with existing commercial relationships.
- Represent the Bank in the local community including participation in community and civic organizations.
- Market the Bank's products and services by cross-selling to customers.
- Work closely with support staff and analysts to ensure smooth transactions and excellent customer service.
- Enthusiastically support the Bank's Mission and brand behaviors.
- Adhere to federal regulatory requirements, such as the Anti-Money Laundering and Bank Secrecy Acts, as well as all established policies and procedures.
- Partner with other Relationship Managers and Branch Managers and staff in the calling and prospecting efforts and the soliciting, negotiating, and closing of deposits and loans.
- Ensure that Lending generates loans, loan fee income, deposits from loan growth, in accordance with established business development and sales and deposit goals.
- Conduct business reviews to ensure customers are satisfied with their products and services.
- Meet established sales goals related to deposit, lending, and investment products.
- Engages in Networking events and business social organizations to build upon relationships and brand of the bank within the business community.
- Meet with customers, draft customer correspondence including proposals, commitment letters, requests for information, covenant waivers, renewal/extension notifications, etc.
- Lead and assist Commercial Loan Administrators as needed: Provide support for booking loans after closing, assist with customer service issues and overdraft decisions.
- Properly identify and track reporting requirements and financial covenants outlined in legal documents.
- Ensure all required information is on hand for proper underwriting. Review loan documentation to ensure consistency. Ensure renewals are approved, booked or extended prior to expiration.
- Monitor borrowings versus availability per formula, to ensure positive collateral position

- Assist in facilitating Credit Risk Review, Portfolio Review, and external examinations.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE:

A minimum of 7 years of banking experience is required with at least 5 years of commercial lending and 2 years of credit analysis desired. College degree in business administration, finance or related field preferred. Proven business development and communications skills. Excellent customer service skills. Organizational and analytical skills as well as careful attention to detail. Ability to analyze and interpret results to support logical conclusions. Ability to multi-task and manage multiple priorities in a fast-paced environment.

TECHNICAL SKILLS, TRAININGS OR CERTIFICATIONS:

Bi-Lingual is a plus. Adequate computer literacy including proficiency in Microsoft Office applications such as Word and Excel.

OTHER SKILLS or ABILITIES

Strong "People" skills, comfortable multi-tasking, ability to work independently AND as a member of a team, capable in a relationship focused sales environment, including outbound calling to customers, attention to detail, problem solving and the ability to be pro-active. Pentucket Bank strongly encourages volunteerism and involvement in local community organizations.

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 to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 15 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 appearance are 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 VP, Commercial Loan Officer, 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: _____