

Commercial Lender/Business Development Officer

Department: Commercial Lending

Reports to: Senior Lender

Supervises: None

Summary: Responsible for accomplishing management's marketing objectives of attracting new business and expanding current company relationships. Designs, develops and implements solicitation programs to attract new customers in the business community.

Job Requirements:

- Bachelor's degree in business, finance or related field
- Five years work experience in the banking or financial industry.
- Federal and/or State Bank Regulatory interaction preferred.
- Sales or marketing experience preferred.
- Basic understanding of Liberty First Bank's policies and procedures
- Proficient in underwriting small business loans, understanding personal and global cash flow analysis.
- Good communication, sales and public relations skills.
- Good interviewing and research skills.

Specific Job Functions:

- Make retention and business development calls on existing and potential new clients
- Establish priorities and prepare calling plan and itineraries.
- Meet Liberty First Bank's established loan production goals. (To be determined)
- Documents and makes weekly call reports to supervisor.
- Assists in the implementation and coordination of a company-wide business development call program
- Discuss client needs, problems or complaints with senior managers.
- Arranges meetings between clients or prospective clients and appropriate Liberty First Bank representatives.
- Review lists, records, newspapers, etc. for business development leads.
- Represents Liberty First Bank in various civic and community functions to enhance the banks' image and develop new business.
- Promotes favorable image of Liberty First Bank in all business activities within the community.
- Assists in product and service development to ensure customer satisfaction and Liberty First 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.

Inquiries can be made to:

Lee Garrett, EVP-Senior Lending Officer or Maxine Peaks, HR Mgr. at 770-207-3000.
Inquiries can also be sent to the following email addresses:

lee.garrett@libertyfirst.us

maxine.peaks@libertyfirst.us