



**Position Title:** Commercial Lending Officer

**Reports To:** Chief Lending Officer

**Position Summary:**

Southeastern Bank seeks an experienced individual to handle commercial lending business for the Richmond Hill and Greater Savannah markets. Candidate must have minimum of 5 years commercial lending and portfolio management experience. Prefer candidate with strong knowledge of Greater Savannah market and surrounding communities. Responsibilities include originating and underwriting commercial loans, development of customer relationships and engagement in business development opportunities. Position requires excellent communication, analytical, underwriting, sales, and business relationship skills.

**Essential/Primary Job Functions:**

- Responsible for originating and underwriting commercial loans for existing and new relationships. Ensures that underwriting memos are complete, viable and that sources of repayment are sound and well documented. Following approval ensures transactions are properly documented and monitored.
- Responsible for growing and maintaining relationships by coordinating all aspects of the relationship.
- Create and execute a business development strategy to generate new business opportunities for all areas of the Bank.
- Responsible for developing revenue growth through the generation of loans, deposits, fee income and cross-selling all applicable bank services.
- Represents the Bank in the community by actively participating in civic affairs and local and professional organizations.
- Responsible for compliance with all regulations, laws, and bank policies and procedures that pertain to your day-to-day job responsibilities.

**Job Requirements for Essential/Primary Job Functions:**

- Excellent verbal and written communication skills.
- Proficient computer and analytical skills.
- Demonstrated sales negotiating and successful closing experience.

**Education/Work Experience:**

- Minimum of 5 years commercial lending and portfolio management experience.
- Bachelor's Degree, preferably in Finance or Accounting and/or equivalent experience

Qualified individuals should submit resume to [wanda.pitts@southeasternbank.com](mailto:wanda.pitts@southeasternbank.com)

*Southeastern Bank is an Equal Employment Opportunity Employer.*