

Job Description – Portfolio Manager

Century Bank of Georgia has an immediate opening for an experienced Portfolio Manager at our main office in Cartersville. Our ideal candidate will have 3-5 years of experience in portfolio management, supporting commercial lenders, and/or supporting higher level managers. This position requires the candidate to provide executive support to the President/COO, CEO and Board of Directors. The candidate will serve as the primary contact for internal and external matters pertaining to the President/COO and will report to the President/COO.

Required skills include sound and consistent management of a loan portfolio while balancing the commitment to loan, deposit, and fee growth and credit quality. This will include involvement in the loan underwriting process and will assume the duties related to gathering information, facts, loan histories, and relationship data on prospective and existing clients. Additionally, this position will assist with preparing credit memos for timely review and final approval. This position requires the ability to draft financial, statistical, narrative, and/or other reports as requested. Strong communication skills, interpersonal skills and the ability to multi-task are critical.

Century Bank of Georgia offers excellent benefits, including 401(k) with match, company paid health, life and LT disability insurance, flexible PTO, and bonuses.

Interested candidates are encouraged to forward a complete resume in confidence to:

resumes@centurybanknet.com

Century Bank of Georgia is an Equal Opportunity Employer