

Liberty Bank is looking for a full time (40 hrs. per week, Monday-Friday) Assistant Relationship Manager. We are looking for a professional individual who can work independently but also work as a team. This position is responsible for providing support to the SVP, Managing Director of Business Development and to the Lending Staff. Confidentiality, discretion and integrity are a must.

Qualifications

- Bachelor's Degree in business or finance; or combination of education and experience
- Proficiency with Microsoft Office (Outlook, Word and Excel) required
- Minimum of 5 years prior experience with commercial lending or credit analysis
- Good written and verbal communication skills, exceptional customer service skills
- The ability to effectively manage multiple tasks and priorities

The responsibilities include but are not limited to:

- Complete assigned regulatory compliance training within established deadlines.
- Must comply with all applicable Federal and State regulations; and Bank operations, loan, and security procedures to avoid potential losses.
- Acts as a backup relationship manager to department manager in the management of the Banks larger client relationships, and to lenders as needed.
- Tracks, organizes and reviews incoming loan packages for completeness and follows with lenders and clients for any missing information as requested.
- Prepares monthly production and tracking reports for department manager and staff.
- Assists lending department in its efforts to track and follow for updated financial information, preparation of forms and other follow up as appropriate.
- Coordinates opening of new deposits for lending customers, oversees set up of cash management and servicing of deposit related matters with Operations Team.
- Assists Lending Department with projects relating to Business Development and Marketing.
- Processes request for sponsorships, donations and organizes attendance at community and civic organizations and events;
- Must have the ability to treat people with respect; keep commitments; inspire the trust of others; work ethically and with integrity; uphold organizational values; and accept responsibility for own actions.

Competitive benefits offered, including a generous 401K plan. To apply must submit cover letter with resume.