



Abilene Loan Officer/Branch Manager

Location: Abilene, KS

Reports to: Chief Lending Officer

Job Summary

Operate full-service retail branch with an emphasis on customer calls and loan growth. Participate in business development, community involvement and officer call program for existing and potential customers. Perform all facets of consumer and real estate lending with the potential to move into other areas if, and when, appropriate.

General Job Description

- Develop an understanding of bank products and services to cross-sell and provide a full-service financial plan for your customers.
- Identify and act on opportunities to grow loan portfolio. Expand branch outreach to surrounding communities.
- Interview loan applicants and collect and analyze financial and related data to determine the general creditworthiness of the prospect and the merits of the specific loan request. Approve or decline these requests.
- Establish and negotiate the terms under which credit will be extended, including the costs, repayment method and schedule and collateral requirements.
- Complete loan papers; extension forms.
- Monitor loan repayment activities and take necessary action to collect from past due loans.
- Ensure the protection of the bank's interests in matters of adequate documentation and adherence to bank policy and the various laws and regulations.
- Maintain active loan portfolio, including collection needs and growing the loan portfolio.
- Responsible for business development by calling on existing and prospective customers on a regular basis.
- Work collaboratively with other officers.
- Supervise and motivate branch personnel.
- Oversee branch activities for special promotions and projects.
- Conduct staff meetings to promote exceptional service and teamwork.
- Oversee branch building and grounds maintenance.
- Ensure competent, motivated staff through training, counseling, supervision, and review of department activity and results.
- Develop strong leadership in your branch to be responsible and accountable in your absence.
- Participate in community affairs to increase the bank's visibility and to enhance new business opportunities.

Qualifications

- College degree preferred but not required.
- 3-5 years of financial experience, lending experience a must
- Above average computer and math skills required.
- Above average Microsoft Office skills required.

Preferred Skills/Experience

- Ability to promote traditional bank products and process transactions.
- Basic knowledge of retail product philosophy, policy, procedures, documentation and systems.
- Exceptional customer service and community relations.
- Strong interpersonal, verbal and written communication skills.
- Strong skills needed to multi-task, organize, and be detail oriented.
- Ability to identify and resolve/escalate problems.

First Bank Kansas offers a competitive compensation package and comprehensive benefits for full-time positions.

To apply for this position, please send resume with cover letter and salary requirements to Human Resources, First Bank Kansas, PO Box 1337, Salina, KS 67402-1337 or e-mail to mdavidson@firstbankkansas.com.

www.firstbankkansas.com

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