

MILFORD NATIONAL BANK
Milford, Massachusetts
POSITION DESCRIPTION

POSITION TITLE: COMMERCIAL/CONSTRUCTION LOAN OFFICER
DEPARTMENT: LOAN

FUNCTION:

Develops, negotiates terms, and services commercial loan and business accounts, and generates and maintains effective client base. Performs all duties in conformance with established Bank policies and procedures and in compliance with all Fair Lending regulations.

RESPONSIBILITIES:

(E) Essential or

(M) Marginal

- (E) 1. Actively generates commercial accounts through business development calls, customer referrals, business organizations, etc. Develops and maintains referral network of area accountants and attorneys. Tracks and reports on business development calls. Attends local area networking and fundraising events as bank representative.
2. Cultivates new borrowers and expands lending scope to include investment real estate, owner-occupied commercial real estate, C&I lending, construction lending, and SBA lending with adjustments as the market dictates.
3. Meets with applicants and collects documentation and required information. Negotiates structure, pricing and terms of loan. Prepares commitment letter and reviews closing documents before closing.
4. Makes loan decisions within assigned limits and makes recommendations to SVP Commercial Lending for approval of loans in excess of individual lending authority. Makes presentations to Loan Committee.
5. Works closely with the Credit Department to ensure communications with applicants and customers provide sufficient information to adequately analyze and underwrite loan requests and loan reviews.
6. Services existing banking relationships as account officer, e.g., ensures receipt of updated financial statements, follows up on customer needs, provides advice and makes visits to customer sites, as warranted. Ensures document files are complete.

6. Reviews loan status of assigned accounts annually to determine any changes in financial condition or business climates that may adversely affect loan repayment and insures loans are appropriately risk rated.
7. Maintains delinquencies at or below an acceptable level to be set with goals at least annually.
8. Ensures loan close without documentation exceptions and meet the pre-established conditions of lending prior to closing. Any documentation deficiencies that may arise must be quickly resolved.
9. Coordinates loan workout and collection activities for assigned accounts; determines realistic steps and works with attorneys to map out appropriate strategies, if legal action is required.
10. Performs related business development, origination, servicing, and collections functions as may be required to ensure the ongoing maintenance and profitability of the commercial loan portfolio. Cross-sells other Bank products and services.
11. Assumes additional responsibilities as requested.

Knowledge/Skills/Experience Requirements:

Accounting, Financial analysis, credit and sales skills. Communication skills. Versed in SBA, C&I, and commercial real estate lending, including construction lending.

Physical Demands/Conditions Requirements:

General office environment.

Equipment Used:

General office equipment.