Job Description
Commercial Relationship Administrator

FIRST EAGLE BANK

Reports to: Commercial Relationship Administrator
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Are you a multi-tasker looking for a fast-paced work environment? Are you willing to learn new skills to take on more challenging tasks? Do you want your daily work to have a more direct impact on the clients you work with each day without the red tape of a larger organization? Then bring your knowledge, skills and ability to our entrepreneurial community bank and become part of a team.

Summary:

The Commercial Relationship Administrator ("CRA") is responsible for working with multiple lenders. The job entails working directly with the lenders to service the deposit and loan requests of their customers. The ideal candidate will have at least 3 years of experience as a personal banker. We offer great benefits including two weeks of vacation, 6 personal days, excellent 401K plan, and full medical and dental insurance.

Duties:

- Working directly with Lender's clients on opening all types of deposit account including corporate accounts, personal accounts, and CDs. This includes servicing the accounts. Daily activity includes wire transfers, ordering checks, troubleshooting on-line banking, mobile deposits, changing signers. Some of this can be very fast paced and time sensitive.
- Scanning financial statements for new loan requests. Adding ticklers for new loans.
- Running credit reports and background searches.
- Preparing account relationship summaries for lenders.
- Special projects for lenders.

Desired Skills:

Working knowledge of Microsoft Office.
Good Time Management Skills to meet client deadlines.
Strong Organization Skills.
High Quality Customer Service.
Enjoys learning and is good at taking notes.
Banking experience preferred but not required.