



## Commercial Lending Professionals (C & I Lender)

**Quaint Oak Bank is hiring experienced Commercial Lenders for our Lehigh Valley office.**

**Join a growing organization that offers excellent opportunities for career growth, a team atmosphere and a competitive benefits package.**

### Job Description

The Commercial Loan Officer will develop loan requests, provide documentation and prepare loan presentations with the support of a credit analyst. Loan sizes will range up to \$2MM. The qualified candidate may also assist in the periodic collection and review of all updated financial documentation ensuring the credit level is maintained.

### Duties

- Responsible for developing new relationships in order to expand our C & I customer base.
- Candidate must possess the ability to identify and refer cross-sell opportunities.
- Assist in negotiating loans and structuring presentations.
- Participate in monitoring loan repayment activities and take necessary action to collect past due accounts.
- Assists with documenting loans to ensure complete loan files are maintained.
- Maintain full understanding of the Bank's Lending Policy and applicable lending related policies and procedures.
- May perform related duties as assigned or as the situation dictates.

### Education & Skills

- A high level of analytical skill to assess and evaluate loan risk, credit limitations and appraisals; have a thorough understanding of underwriting and financial data.
- Ability to communicate effectively throughout the Bank and to represent the Bank positively to the public, cultivating working relationships with current customers and Bank personnel.
- Experience with Microsoft software, including MS Excel and MS Word.
- Good written and verbal skills.
- Bachelor's degree in Business, and/or commensurate work experience is required.
- SBA Lending experience a plus.
- Bilingual a plus.

Quaint Oak Bank and/or its subsidiaries is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, citizenship status, age, sex, sexual orientation, marital status, national origin, disability or handicap, or veteran status.