

Portfolio Officer

Opened Date:	07/16/2018	Application Deadline:	Until Filled
Location:	Lancaster, CA	Employment Status:	Full-Time
Driver's License Required:	N/A	Benefits:	Yes
Salary Rate:	\$33.25/hr.	Name of Company:	Banking

Primary Responsibilities/Summary:

Portfolio Officer is responsible for assisting Portfolio Managers, Relationship Managers and Center Managers in the solicitation of new relationships along with the retention of existing relationships including loans and deposit accounts as well as other services and products offered by the Bank.

Essential Duties and Responsibilities:

- Provides sales and operational support to the sales teams in the Centers.
- Participates in all Center functions necessary to contribute to the achievement of Center earnings and growth objective that can be measured and actively participates in various community and civic activities in the Center Service area.
- Contributes significantly to meeting or exceeding the Center budgetary goals and ensures that deposit, loan and net income goals are met.
- Works with or through the Manager to ensure that all bank operating and lending policies and procedures are properly and promptly implemented and followed.
- Works with or through the Manager to ensure the Banks CRA policies and objectives are met for its assigned service area.
- Works independently, with or through Management of the Center's sales and service efforts to ensure retention and growth of existing relationships.
- Manage personal sales efforts that meet or exceed Center goals with a specific production goal based on experience and Center location.
- Provide, present and promote The Citizens Experience to all external and internal customers.
- Complies with and stays abreast of all policies and procedures, federal and state laws applicable to the job.
- Other duties as assigned.

Education and Qualifications:

- Bachelor's degree (B. A.) from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience.
- Minimum 6 months experience in Customer Service; banking preferred.
- 6 months cash handling with Customer Service
- Proficient in Microsoft office products including Outlook, Word, and Excel

When applying, please include position title in the subject line of your email.

Interested applicant submit your resumes to

AJCCRecruitments@jvs-socal.org

Attention: David Santamaria

(PLEASE MAKE SURE YOUR RESUME MATCHES JOB DESCRIPTION BEFORE SENDING)

FOR MORE INFORMATION CONTACT:

Antelope Valley America's Job Center of California- Palmdale (661) 265-7421