

Seacoast Commerce Bank Job Description

Job Title: Business Development Officer

Reports To: Chief Administrative Officer

FLSA Status: Exempt

Department: Operations

Summary: Responsible for obtain deposit and loan goals established by executive management and board of directors by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Solicits new business and individual account relationships and calls on existing customers.*
2. Applies broad knowledge of banking to a wide variety of banking applications.*
3. Assists with customers' needs such as deposit accounts, all types of loans and other banking services.*
4. Develops both loan and deposit relationships.*
5. Reviews, on a continuous basis, the general business climate for the bank to develop new business opportunities, ensure excellent customer service, expand business and maintain existing relationships with clients.*
6. Develops new business opportunities through networking and marketing efforts.*
7. Promotes and sells the bank's products and services to all customers and prospects.*
8. Uses customer service techniques and knowledge of the company's products and services to retain and attract clients.
9. Applies knowledge of company products and services to efficiently process customer information and respond to inquiries and complaints in a diplomatic manner.
10. Understands procedures to be followed in case of robbery or other emergency.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); and four to six years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing; excel spreadsheet; network systems, Harland Laser PRO and tax accounting software

Certificates and Licenses:

Bank specialized classes geared toward business development and marketing

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision and peripheral vision. While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand, stoop and kneel.