

Business Development Officer Job Description

Job Duties and Responsibilities:

- Makes retention and business development calls on existing and potential new clients.
 - Documents calls and submits weekly call reports to Senior Commercial Loan Officer and CEO.
 - Discusses client needs, problems, or complaints with Senior Commercial Loan Officer and CEO.
 - Arranges meetings between clients or prospective clients and appropriate bank personnel.
 - Maintains and expands the knowledge base of commercial activities by competitors in the market area by site visits, literature reviews, social media reviews and networking and reports these activities to Management as needed.
 - Represents the Bank at various civic and community functions and events to enhance the Bank's image and develop new business.
 - Promotes a favorable image of the Bank in all business activities within the community.
 - Interviews clients, as well as obtains and compiles necessary documentation and financial information to process all types of requests, including: deposit and loan accounts, credit cards, merchant services and treasury management services.
 - Participates in business development meetings providing input and recommendations.
 - Makes recommendations and participates in marketing programs for the Bank's products and lending services.
 - Other duties as assigned.
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Education and Experience Required for Position

- Successful relationship driven business professional with 5+ years in client facing service, sales or marketing positions.
 - Formal sales training a plus.
 - Experience in a financial institution or loan office a plus.
 - A strong desire to help others succeed.
 - Proven communication, organizational, and public relation skills.
 - Good research skills.
 - Team player
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Job Details

Officer position with a package of a base salary and incentive compensation. Position will be working out of Marion County Savings Bank's main office in Salem, IL.

This position reports to the Vice President - Senior Commercial Loan Officer.

Marion County Savings Bank, a division of Community Partners Savings Bank, is an Equal Opportunity Employer.