



DEVELOPMENT BANK OF AMERICAN SAMOA

EMPLOYMENT OPPORTUNITY

Position: DBAS MAOTA ARPA Loan Officer

Salary: \$15,748.10-\$20,716.80

PRIMARY RESPONSIBILITIES AND BASIC DUTIES

1. Interview potential borrowers to consider loan requests and discuss DBAS MAOTA Affordable Loan Project (MALP), alternatives, credit criteria, and so forth.
 2. Review loan applications using the “4 Cs of Credit” and complete appropriate loan underwriting worksheets for each loan application.
 3. Make recommendations for approval or decline of loan applications based on loan underwriting procedures.
 4. Promote the DBAS MALP through community workshops.
 5. Monitor application in-take and provide loan servicing customer service.
 6. Notify customers about the status of their applications.
 7. Prepare loan files according to relevant file maps for submission to the Compliance Officer for review.
 8. Prepare and execute loan closing documents.
 9. Establish a business relationship with the building material vendors to ensure building materials are available and delivered to construction site(s).
 10. Prepare check requests of approved invoices for Finance to issue checks from GMS.
 11. Monitor disbursement of loan proceeds.
 12. Prepare and issue performance reports for DBAS MALP.
 13. Perform any duties as assigned by Loan Manager or President.
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QUALIFICATIONS

EDUCATION/EXPERIENCE: Associates of Arts Degree in Finance or related field with one to two (1-2) years of experience

SKILLS/ABILITIES: Strong public relation skills with excellent public speaking both English and Samoan, proficient in Microsoft office,
Excellent communication skills in both English and Samoan
Good positive attitude and team player
Strong analytical skills with the ability to Multitask
Must have a driver’s license

*Applications are available online at www.dbas.as or at DBAS Main Office in Pago Pago. Submit completed signed application with a current resume and valid photo identification. **Deadline to apply: Open until filled.** Please contact our office at 633-4031 for more information.