



DEVELOPMENT BANK OF AMERICAN SAMOA

EMPLOYMENT OPPORTUNITY

Position: Commercial Loan Officer

Salary: \$19,000.00-\$30,367.66

PRIMARY RESPONSIBILITIES AND BASIC DUTIES

1. Handle all administrative work for Small Business Loans programs in the Loans Department.
 2. Track activities with respect to repayments and loan disbursements through various reports.
 3. Track all Small Business Loans activities with the loan programs with respect to loan disbursements and loan repayments.
 4. Monitor the hazard insurance policies for all Small Business Loans portfolio.
 5. Handle administrative duties and contact DBAS Small Business Loan borrowers in respect to insurance policies if applicable.
 6. Work closely with the Loan Manager to ensure insurance is in place for Small Business Loan programs as required by our policies.
 7. Solicit new consumers and interview potential borrowers to consider Small Business Loans requests and discuss DBAS Direct and Federal loan programs, alternatives, credit criteria, interest rates, etc.
 8. Develop marketing plans to advertise Small Business Loans.
 9. Make recommendations for approval or decline of loan applications based on results of loan investigation, using the "4" C's of Credit,
 10. Assist in loan underwriting, documentation, and customer service.
 11. Prepare semiannual reports for Economic Development Revolving Loan Fund (EDRLF) Program.
 12. Perform other assigned duties by Supervisor/Manager/ 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.