

Chino Commercial Bank is seeking qualified applicants for a Business Banker position. Applicants must be smart, friendly, ambitious and a proven self-starter.

POSITION SUMMARY

The position of Business Banker is required to be fully knowledgeable and skilled in a complete range of banking services for individual customers and small businesses, as well as in the areas of new accounts, loan products and assigned accounts. This position is responsible for developing new business relationships through marketing prospects, calling and being active in business functions, promoting business for the Bank by maintaining good customer relations, cross selling Bank products, accounts and financial services. The position of Business Banker is responsible to meet with customers to discuss their financial needs, answer questions and provide recommendations, provide customer service and support on designated accounts while responding to client requests, and referring customers to appropriate staff for new and additional services. This position is focused on the development of sales and maintaining and expanding the referral sources. The position of Business Banker must maintain compliance within audit, internal controls, security, BSA, and CTR standards.

ESSENTIAL DUTIES

1. Work with the Sales Manager on sales programs to generate new business.
2. Work to achieve specific goals in the assigned sales programs.
3. Source and develop prospects and potential clients and secure business banking services and product sales.
4. Meet with customers or potential customers to discuss personal financial and business banking needs.
5. Answer questions and provide recommendations and business solutions.
6. Cross sell appropriate banking products and services to prospective customers, promoting business for the Bank; referring customers to appropriate staff as needed.
7. Respond timely to customer's requests regarding small business banking products.
8. Follow up on any leads, letters and mailers provided by Branch Manager or Business Development Officer.