



**Job Posting  
Portfolio Manager  
One Community Bank**

One Community Bank is searching for a dynamic and highly motivated person to fill our full-time Portfolio Manager position. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume by email to:

**Talent, [careers@onecommunity.com](mailto:careers@onecommunity.com)**

**Summary:**

In partnership with a team of Commercial Bankers, this position is responsible for managing and servicing a portfolio of commercial clients. Duties would include the expansion, building, and maintaining of strong client relationships.

**Essential Duties and Responsibilities include the following:**

- Works with Commercial Bankers on new and existing credits, including loan structuring, negotiating/pricing, collateral, and analyzing industry and credit risk to the bank. They will be assisting in background checks and have knowledge of our credit culture.
- Able to connect the Commercial Bankers with past clients that the Portfolio Manager has worked with at other institutions, in addition to assisting in attracting new talent into the bank. Lastly, these position will be our "bench strength" to look to in terms of fulfilling Commercial Banker roles.
- Assists in handling of customer service requests for existing relationships, including of loan renewals and mods. They will also present in commercial banking pipeline meetings.
- Works with Commercial Bankers and Credit to ensure management of all Watch List Credits are being handled effectively. In addition, this position will ensure compliance with all bank policies, procedures, regulations and laws.
- Assist in accurate reporting to Commercial Bankers, Chief Commercial Officer and Chief Credit Officer to ensure smooth work flow and even communication. This includes past dues, documentation, etc.

**Required Qualifications / Skills / Abilities:**

- At least 2-5 years of banking experience
- Experience in lending is preferred, but not required
- Knowledge of banking rules, regulations, policies and procedures in the financial services industry
- Strong problem-solving skills
- Microsoft Office skills