

Branch Manager & Mortgage Lender

Bluff View Bank

Trempealeau, WI 54661

Job Type

Full-time Opening

Qualifications

- Bachelor's Degree in Business or Finance or equivalent experience is required
- Four or more years in lending through a financial institution or a related field along with knowledge of secondary market lending
- Knowledge of laws and regulations affecting loan underwriting and regulatory compliance
- Prior supervisory experience is desired
- The ability to effectively communicate with all levels of the organization and to outside parties
- Excellent oral and written communication skills
- Ability to maintain and prepare confidential records and reports
- Presentation of a professional image and attitude
- Proactive and positive attitude toward customers, direct reports, supervisor and co-workers
- Proficient in Microsoft Office products, including but not limited to Word, Excel, Outlook
- Business Development Skills

Full Job Description

Bluff View Bank has an opening for a Branch Manager/Mortgage Lender in our Trempealeau, WI office. This position will lead our Trempealeau staff, handle branch-related issues, service an existing loan portfolio and develop new loan relationships. You will be expected to handle all loan types from origination to closing, but the primary focus of the position will be mortgage loans. Cross-selling of other bank products and services will be required.

This position will require underwriting and servicing all loans in your portfolio and will make loan presentations to the proper committees as defined by the loan policy. Once loans are approved, you will be responsible for reviewing loan documentation and closing the loans in a timely manner.

As the Branch Manager you will be required to supervise 3 or more employees and assist the customer service representatives with transactions and answering the phones as needed. You

will be responsible for scheduling the staff to meet the bank and customer needs and for the day-to-day operations of the branch.

We offer generous paid time off and competitive wages. Full-time employees also receive a full benefit package including 401k, profit sharing contributions, year-end bonuses, health, dental and vision coverage, and bank paid short- and long-term disability and life insurance of 4X your annual salary.

At Bluff View Bank we strive to provide exceptional customer service. To accomplish this mission, we are looking for people who are passionate about providing a great customer service experience. We love people who have a positive attitude, are self-motivated and look to go above and beyond for the good of customers and co-workers alike.

If you are interested in working for a local, independent community bank, please submit your application online or apply in person.

Bluff View Bank is an Equal Opportunity Employer. Member FDIC

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