



The National Bank of Indianapolis
Job Posting: Loan Portfolio Manager, Private Banking

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 330 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

Who We Are Looking For

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their co-workers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

How to Apply

To express interest in an open position at the Bank, please email your resume to Resumes@NBofI.com or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at
<http://nbofi.com/careers.php>

The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)





JOB POSTING

Position: Loan Portfolio Manager

Department: Private Banking

Purpose of Position:

Under the direction of the Team Leader, this individual is responsible for managing all credit-related functions within the team's portfolio.

Essential Functions:

- ◆ Within authority limits, analyze the financial information and cash flow of existing and potential borrowing clients for purposes of approving or denying a loan request; may involve commercial and/or consumer loans for any given client within the portfolio
- ◆ Draft credit approval documents which analyze the financial condition of the borrower
- ◆ Communicate with the team members and/or borrower to obtain necessary information regarding the borrower
- ◆ Assist the Team Leader with structuring/underwriting both commercial and consumer loans
- ◆ Initiate the process of pulling credit reports, flood certificates, appraisals and title work as required, with the assistance of the team's Client Support Manager
- ◆ Manage renewals within the portfolio
- ◆ Author classified reports on an as-needed basis
- ◆ Manage collateral exception reports and financial reporting exceptions on a timely basis, utilizing the assistance of Client Support Manager staff
- ◆ Manage daily overdraft activity of the portfolio, 30 day past dues and credit card past dues
- ◆ Manage pipeline of loan activity
- ◆ May prepare term sheets for both commercial and consumer loan prospects
- ◆ Under the direction of the Team Leader and the Manager of Private Banking, be visible at Bank-sponsored events and in the business community, provide quality service, cross sell products and services, and otherwise expand the provision of products and services to existing Private Banking clients in order to meet the needs of the clients and contribute to Private Banking goals and objectives

Requirements:

- ◆ Bachelors' degree in business or banking, or equivalent educational experience
- ◆ Minimum of 2 years of experience in commercial and consumer credit analysis
- ◆ High degree of accuracy and attention to detail
- ◆ Ability to interpret, analyze data and problem solve
- ◆ Ability to organize and prioritize tasks
- ◆ Proven verbal and written communication skills
- ◆ Excellent interpersonal skills, exhibiting a high degree of professionalism
- ◆ High level of computer proficiency, including Word and Excel knowledge

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