

First Bank of Highland Park

Date	5-7-2019	Requisition Number	2019 - 15
Position	Large Corporate & Lease Finance Coordinator		
Department	Large Corporate & Lease Finance		
Reports To	EVP/Commercial Banking, Large Corporate & Lease Finance		
Basic Function	Provide executive/administrative support to Commercial Banking Executive and serve as a point of contact to Commercial Banking clients.		
Essential Duties	<p>Executive Support Functions include:</p> <ol style="list-style-type: none"> 1. Maintain and update executive's calendar <ul style="list-style-type: none"> o Schedule/confirm internal and external meetings o Coordinate/book travel and lodging 2. Review and process e-mail daily 3. Review and process incoming mail 4. Prepare memos and correspondence as needed 5. Copy, scan and file documents as needed 6. Assist executive to prepare for internal and external meetings <ul style="list-style-type: none"> o Assist in preparing presentations o Coordinate with clients o Coordinate with other departments of the Bank 7. Assist executive with monitoring client reporting including financial, document and collateral exceptions, past due reports, overdrafts, fee waivers etc. <p>Departmental Administrative Functions include:</p> <ol style="list-style-type: none"> 1. Develop and/or maintain client mailing lists 2. Coordinate/assist in event planning (often in cooperation with other areas of the Bank) 3. Schedule conference rooms 4. Coordinate departmental meetings <p>Business Development Administration:</p> <ol style="list-style-type: none"> 1. Develop/maintain a business pipeline report 2. Develop/maintain a prospect report <p>Deal Origination:</p> <ol style="list-style-type: none"> 1. Perform OFAC checks and flood plain searches; obtain certificates of good standing 2. Fill out basic information on loan closing checklist (Obligor, Address, Amount, Pricing, etc.) <p>Deal Maintenance:</p> <ol style="list-style-type: none"> 1. Maintain credit files <p>Deal Booking:</p> <ol style="list-style-type: none"> 1. Create credit file 2. For syndicated transactions, print and file closing documents <p>Miscellaneous:</p> <ol style="list-style-type: none"> 1. Draft marketing materials (quarterly letter, conference/convention materials, etc.) for review by EVP/Commercial Banking, Large Corporate & Lease Finance and/or Marketing Department 		

Website Job Posting

	<ol style="list-style-type: none"> 2. Draft presentations 3. Draft invitations 4. Prepare reports 5. Copy documents as needed 6. Mail/ship documents as needed <p>NONESSENTIAL DUTIES</p> <ul style="list-style-type: none"> • Other duties as assigned
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Strong verbal and written communication skills • Detail oriented and organized • Ability to multi task • Ability to work independently • Tact and diplomacy in dealing with clients • Knowledge and understanding of commercial banking • Proficient in Microsoft Word, Excel and PowerPoint • Knowledge of Fiserv helpful
Training & Experience	<ul style="list-style-type: none"> • High school diploma or GED • Associates or Bachelors' degree preferred • Minimum 5 years previous experience as an administrative/executive assistant • Commercial Banking experience preferred
<p><i>To Apply: Send email with attached resume to careers@firstbankhp.com. Please reference Job Code 2019 – 15.</i></p>	