



Job Title: Associate Relationship Manager - CRE
Department: Commercial Banking
Location: Philadelphia, PA

Summary of the Position:

The Associate Relationship Manager is an integral member of the Commercial Real Estate Relationship Management Team, providing support in managing existing loans and relationships and actively participating in the drive to accelerate the growth of new loans, liquidity opportunities, and new relationships within the group. Under guidance from members of the Relationship Management Team, the Associate Relationship Manager will have direct client responsibility and the opportunity to evolve their business development skills through calling and prospecting activities.

Primary Functions of the Position:

- Serves as a liaison between the Relationship Management Team (RMT), internal partners, vendors, and the client to allow the RMT to stay primarily externally focused
- Assists in coordinating the credit approval process and the loan closing process while complying with internal policies and procedures.
- Gathers financial and other information in conjunction with the RMT to formulate strategies to generate revenue via credit products
- Consults with customers in all aspects of servicing the portfolio, and takes appropriate action to manage and retain the portfolio
- With the RMT, proactively develops the sourcing and prospecting of existing or new clients through direct calling, referrals, centers of influence, or intermediaries
- Manages and maintains a small client portfolio with the supervision of a Relationship Manager

Education and Experience Requirements:

- Bachelor's Degree
- Minimum 3 years of banking experience

Essential Skills and Abilities:

- Demonstrated knowledge of commercial real estate
- Highly proficient in MS Office, specifically Excel and Word
- Strong customer services skills
- Professional interpersonal and communication skills
- Strong analytical skills
- Demonstrated ability to use independent judgement

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