

## Career Opportunity

PromiseOne Bank is a community bank that would serve our community and its diverse population. As a community oriented commercial bank, we offer small business, commercial loans, mortgage loans, and customary banking services such as deposit products. We started our banking operation from our main branch in Gwinnett County, Georgia and have continued to expand our geographic footprints rapidly. With this fast growth, we are looking for new talents in the following areas:

**[Job Title] Underwriter I & II** in **SBA Lending Department**

**[Location] – Headquarter Office in Duluth, GA**

### **[Job Overview]**

Evaluating credit data and financial statements in order to determine the degree of risk level of SBA and commercial loan.

- Prepare financial spreads and various credit related memos
- Prepare credit memos as needed
- Request required documentation, financials, etc. from the borrower and guarantors of the new/renewal loan request
- Complete Adverse Action Notices, SBA packages and other related memos.
- Order appraisals, environmental reports, flood search, UCC searches, etc.
- Prepare credit files for new loans

### **[Requirements/Qualifications]**

- Bachelors or Associates Degree, preferably in Accounting or Finance
- Prior related experience in the banking field is a plus
- Basic Computer proficiency
- Excel proficiency
- Fluency in the English language
- Bi-lingual in Korean, Chinese, or Vietnamese is a plus
- Excellent written and oral communication skills required
- Excellent presentation skills required

Must be fluent in English or bi-lingual in Korean/English is preferred

### **We offer competitive compensation and excellent benefit package**

- Medical, Dental, Vision, & Life Insurance
- 401(k), Paid Vacation and Sick Leave

**If you are interested in working with us, please email your resume\* to [Career@promiseone.bank](mailto:Career@promiseone.bank)**

\*Document submitted will not be returned.

✉ PromiseOne Bank 2400 Pleasant Hill Road Suite 340 Duluth, GA 30096 ☎ 678.385.0834

PromiseOne Bank is an Equal Opportunity Employer.

