

Member Business Services Administrator – Job Description Summary

This position provides primary documentation, servicing and administrative support for the Member Business development group and deposit portfolio. Provides overall support, training and liaison for new and existing deposit account documentation and processing, Ensures proper servicing of deposit products through support and training duties and assisting Branch personnel with ongoing support and training. This position is responsible to establish and maintain support systems, procedures, and processes for new and existing deposit account documentation preparation, follow up servicing and administration within organization policies and procedures. Position also is primary marketing support position for business depository services ensuring product features, benefits, and product terms and conditions are properly communicated through brochures, online, through portal, and throughout branch network. Position also prepares monthly management reports covering various business depository products and services and officer calling activity. Position includes various Chapter and League activities.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment