



Position Announcement

4/9/2019

Equal Employment Opportunity Statement:

It is the policy of MVB Financial Corp. (MVB) to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. MVB prohibits any such discrimination or harassment.

Position: Relationship Banker I - Full Time

Job Grade: 11M

Location: Leesburg, VA

Reports to: Banking Center Manager

Hours: TBD (Non-exempt Position) (M-F) with ½ hr. lunch

Posting Closes 4/27/2019

Please email resume and letter of interest to: MVBHR@mvpbanking.com

Primary Purpose:

I) JOB DESCRIPTION

As a Relationship Banker I, your primary responsibility is to make clients feel welcome and establish relationships by providing extraordinary experience. Serves in a dual-purpose role which requires you to fulfill responsibilities of both a Client Specialist and a Relationship Banker I.

II) DUTIES AND RESPONSIBILITIES

- Responding to inquiries or requests for information
- Performing Client Specialist transactions
- Opening and servicing deposit accounts
- Completing all aspects of consumer loans from application through closing
- Achieving personal goals for referrals and booked business along with support similar office level goals
- Manages a self-developed pipeline of clients and prospects for future selling opportunities
- Maintains strong client relationships by developing cross sell opportunities, highlighting service to sales techniques
- Relationship Specialist I must also be able to multi-task and offer a supportive team perspective while maintaining a solid background in all product offerings
- Provides other support functions as directed
- Complies with bank security and operational policies/procedures
- Excellent interpersonal/communication skills
- Ability to master PC keyboard and software skills necessary for branch automation
- Acquire, through training and education, and maintain an understanding of BSA Compliance requirements as they relate to this position

III) EDUCATION AND WORK EXPERIENCE

High school diploma or equivalent experience.

At least 2 years of previous cash handling experience.

Solid communication skills.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.