



DEVELOPMENT BANK OF AMERICAN SAMOA
P.O. Box 9 Pago Pago, AS 96799 (684) 633-4031

EMPLOYMENT OPPORTUNITY

Position: Loan Officer for ARPA DBAS Maota Affordable Loan Project

Responsibilities:

1. Interview potential borrowers to consider loan requests and discuss DBAS Maota Affordable Loan Project (MALP), alternatives, credit criteria, and so forth.
2. Review loan applications using the “4 Cs of Credit” and complete appropriate loan underwriting worksheets for each loan application.
3. Make recommendations for approval or decline of loan applications based on loan underwriting procedures.
4. Promote the DBAS MALP through community workshops.
5. Monitor application in-take and provide loan servicing customer service.
6. Notify customers about the status of their applications.
7. Prepare loan files according to relevant file maps for submission to the Compliance Officer for review.
8. Prepare and execute loan closing documents.
9. Establish a business relationship with the building material vendors to ensure building materials are available and delivered to construction site(s).
10. Prepare check requests of approved invoices for Finance to issue checks from GMS.
11. Monitor disbursement of loan proceeds.
12. Prepare and issue performance reports for DBAS MALP.
13. Perform any duties as assigned by the President.

Minimum Qualifications

- Associate of Arts Degree in Finance, Marketing or related field with one to two years of experience.
- Excellent Customer Service, Strong analytical, public relations, and writing skills
- Accustomed to loan underwriting procedures and loan closing documentation
- Proficient with Microsoft Office
- Professional appearance and attitude with excellent communication and public relations skills
- Ability to work in a challenging atmosphere independently and as a team member
- Must be able to communicate in English and Samoan

Applications available on the second floor of Development Bank Building located in Pago Pago. Please submit Completed Application at the Development Bank Office or email eterei@dbas.as **Deadline to apply: June 15, 2022 at 3:00pm**