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## ***DEVELOPMENT BANK OF AMERICAN SAMOA***

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### **EMPLOYMENT OPPORTUNITY**

**Position: LOAN OFFICER I (MANU'A)**

**Salary: \$15,748.10-\$20,716.80**

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#### **PRIMARY RESPONSIBILITIES AND BASIC DUTIES**

1. Maintain log of different loan programs for all incoming loan applications.
  2. Verify and examine information and accuracy of loan applications.
  3. Interview loan applicants to obtain personal and financial data and to assist in completing applications.
  4. Assemble and compile documents for loan closing.
  5. Record applications for loan and credit, loan information and disbursements of funds using computers.
  6. Contact customers by mail, telephone or in person concerning acceptance or rejection of applications.
  7. Conducts follow ups with Immigration and Territorial Registrar Office for applicant clearances.
  8. Check value of customer collateral to be held as loan security.
  9. Answer questions and advise customers regarding loans and transactions.
  10. Schedule closings of mortgage loans transactions.
  11. File and maintain loan records.
  12. Perform day-to-day administrative/clerical tasks such as maintaining information files and processing paperwork.
  13. Develop constructive and cooperative working relationships with others.
  14. Perform other assigned duties by Supervisor/Manager, reports directly to Loan Manager.
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#### **QUALIFICATIONS**

**EDUCATION/EXPERIENCE:** Associates of Arts Degree in Finance or related field with one to two (1-2) years of experience

**SKILLS/ABILITIES:** Strong public relation skills with excellent public speaking both English and Samoan, proficient in Microsoft office,  
Excellent communication skills in both English and Samoan  
Good positive attitude and team player  
Strong analytical skills with the ability to Multitask  
Must have a driver's license

\*Applications are available online at [www.dbas.as](http://www.dbas.as) or at DBAS Main Office in Pago Pago. Submit completed signed application with a current resume and valid photo identification. **Deadline to apply: Open until filled.** Please contact our office at 633-4031 for more information