



Job Title: Deposit Relationship Manager (Federal Way or Tacoma) **Seniority Level:** Manager
Reports to: Senior Operations Officer **Employment Type:** Exempt

Job Summary:

The Deposit Relationship Manager is responsible for developing new deposits for a specific target market of small to medium size business and business professionals; providing a superior level of customer relations and services; and ensuring compliance with Bank policies and procedures as well as, all applicable state and federal banking regulations. The Deposit Relationship Manager is responsible for attaining established individual, department and Bank goals through active participation in sales management and officer call programs.

Duties/Responsibilities:

- Originate and develop new deposits in the region in accordance with Bank guidelines.
- Participate in community events and be proactive in acquiring local referral source with targeted customers.
- Establish relationships with business brokers, loan brokers, CPAs, real estate agents and other referral sources to market deposits in the region.
- Identify, develop and drive results from business partner relationships.
- Execute routines to proactively manage risk in every business, product, and service transaction leveraging the Risk Framework.
- Educate, when appropriate, convenient banking options all aspects of bank products, benefits and features.
- Uncover retail client needs and recommend products, services and financial solution that best meet their immediate and long-term business needs.
- Ensure implementation and compliance to meet security precautions and protect customer deposits, bank assets and staff.
- Contribute to the overall profitability of the Bank; assist in the implementation of costs controls, income generation, and department marketing efforts.
- Support the retention of existing retail clients.
- Comply with the Bank's security program and regulatory requirements including Bank Secrecy Act, Anti Money Laundering, OFAC, USA Patriot Act, Privacy Act and Community Reinvestment Act.

Essential Knowledge, Skills and Abilities:

- Excellent verbal and written skills in order to communicate effectively with others within the Bank and with the Bank's clients, while maintaining a high level of confidentiality.
- A high degree of client service and administrative skills including knowledge of Microsoft Office program such as Outlook, Word, PowerPoint and Excel.
- Ability to organize and prioritize in situations where changes frequently occur.
- Ability to respond effectively to the most sensitive inquiries or customer resolution.

Required Education and Experience:



- Bachelor's or advanced degree in business or related field.
- 2-5 years of retail or financial banking experience

Salary:

\$60k-\$85k/year based on experience

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.
Must be able to lift up to 15 pounds at times.

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