



Come join us!

We are a thriving, independent community bank, fully immersed in the evolution of a brand culture that is rooted in the heart of our organization. Together, we stand united in the knowledge that we are people who want to make a difference and be part of something bigger than ourselves. We do this through demonstrated:

- Passion and Drive
- Highly motivated professionals driven to succeed
- Shared Vision and Thinking
- Unwavering commitment to collaboration
- Focus and Performance
- We expect the highest performance level from ourselves and our coworkers, and we hold each other accountable in our pursuit of this expectation.

We encourage and support continued learning to help us grow as individuals, personally and professionally. We foster and create opportunities for our continued success, recognizing and rewarding all those who make it possible.

We're looking for qualified candidates who are authentic, optimistic, respectful, and inspire belief to stand united with us as a valued member of the Eagle Bank team.

All positions require:

- Professional appearance and approach
- Excellent attention to detail, interpersonal and communication skills
- Ability to adapt to changes in the work environment, managing competing demands and able to deal with frequent change, stress and/or unexpected events.
- Proficient use of computers and technology (i.e. PCs, tablets, smartphones, electronic banking, MS Office, etc.)
- Compliance with all Eagle Bank policies, procedures, performance and culture standards and expectations, as well as state and federal regulations.

We offer competitive salaries, a hybrid work environment, an excellent benefits package, including immediate enrollment in our 401(k) plan, and a generous PTO plan including 11 paid holidays.

Please submit your resume through **Indeed.com**. Thank you!

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

Career Opportunities

VP, C&I Loan Officer (Full time) Everett, MA

Summary: Provides support to the Loan Servicing department including payment processing, insurance monitoring, and escrow insurance disbursements.

- Complies with all Eagle Bank policies, procedures, performance and cultural standards and expectations, as well as state and federal regulations.
- Originates C&I loans as well as establishes and maintains related deposit balances in accordance with budgeted goals and objectives.
- Makes C&I loan decisions within assigned limits and makes recommendations to the Chief Loan Officer and President/C.E.O. for approval.
- Conducts business development activities. Establishes relationships with local professionals and makes calls on area businesses with Business Development Officers.
- Services existing banking relationships as account officer, e.g. ensures receipt of updated financial statements, follows up on customer needs, and makes visits to customer sites as warranted. Ensures documentation files are complete.
- Monitors loan status of assigned accounts annually to determine any changes in financial condition or business climate, including loan covenants and conditions.
- Coordinates loan workout and collection activities for assigned accounts.
- Utilizes the Bank's information systems to track/communicate business development activities, referrals and prospects.
- Monitors competitor's products and services, and provides input for new product/service development.
- Monitors ongoing trends and developments in banking, C&I lending, various business-related industries, and the economy.
- Represents the Bank through visible leadership involvement in various community, civic and industry related activities. Pursues CRA-related endeavors.

Position specific requirements

- High School diploma required; Bachelors' Degree in Business, Accounting or Finance preferred.
- Minimum five years' bank lending experience required with a C&I focus.
- Proven sales, networking, relationship building, organizational, decision-making, detail orientation, multi-tasking, planning, time management, analytical, problem-solving, negotiation, interpersonal, follow-through, public speaking, and presentation skills required.
- Ability to practically apply lending/credit mathematics principles/concepts, etc. required.
- Ability to adapt to changes in the work environment, manage competing demands and deal with frequent change, stress and/or unexpected events.
- Proficient use of computers and technology required (i.e. Internet, PCs, MS Office, etc.).

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Sales and Service Manager (Full time) Kennebunk, ME

Sales & Service Supervisor plus:

Summary: Manages all activities related to the daily operations of the teller, vault, and customer service areas; assumes responsibility for branch sales, service and operations in the Relationship Banking Manager's absence. Shares responsibility for achieving branch goals including core deposits and loan referrals; assists with the ongoing development and retention of a high performing sales/service team through leadership and coaching in all aspects of sales, service and operational excellence.

- Fosters a positive environment by modeling cultural expectations of accountability, inclusion, flexibility, continuous improvement and collaboration as a results driven leader with an optimistic, can-do attitude.
- Participates in the interviewing, hiring, orienting, coaching, training, and evaluation of staff. Collaborates with Human Resources on employee relations strategies. Makes recommendations for the continuing development of staff to ensure effective succession planning.
- Provides internal and external customer sales and support as needed, including but not limited to: greets customers, handles cash and non-cash customer account transactions and servicing functions, proactively engages customers in dialogue in order to provide effective solutions, identifies opportunities to deepen customer relationships and increase wallet share, responds to product/service/account inquiries and research requests, resolves customer issues, educates customers on how to conduct simple transactions through self-service technologies, etc.
- Participates in activities for generating new business such as promoting branch sales culture and special promotional events.
- Initiates product and service referrals to other staff members and departments, follows-up as appropriate to ensure customer needs are met.
- Evaluates and advises on escalated service and operational matters at the branch.
- Manages and maintains schedule of branch staff to ensure sufficient coverage and proper performance of the branch.
- Provides branch supervisory support as needed, including but not limited to: opens/closes the branch, assumes branch cash/personal cash drawer responsibilities, etc.
- Maintains proficient working knowledge of the Bank's products and services, branch operations and related I.T. systems in addition to regulatory requirements.
- Functions in the capacity of any branch position at any location as requested/required, including but not limited to: managing personal cash drawer and opening accounts.
- Organizes and maintains workstation in a neat manner, in accordance with Bank standards.

Position specific requirements

- High School diploma or equivalent required.
- Minimum two years' bank supervisory experience required.
- Excellent attention to detail, interpersonal and communication skills required.
- Full proficiency in performing all branch functions at all locations required.
- Ability to adapt to changes in the work environment, manage competing demands and deal with frequent change, stress and/or unexpected events.
- Proficient use of computers and technology required (i.e. Internet, PCs, tablets, smartphones, MS Office, electronic banking, etc.).

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Sales and Service Supervisor (Full time) Lexington, MA

Sales & Service Associate plus:

Summary: Supervises all activities related to the daily operation of the teller, vault, and customer service areas to ensure the ongoing, effective performance of the branch. Identifies inefficient branch processes and makes recommendations for improvements. Provides assistance with the development and implementation of related branch procedures. Participates in team efforts to achieve branch goals including core deposits and loan referrals.

- Fosters a positive environment by modeling cultural expectations of accountability, inclusion, flexibility, continuous improvement and collaboration as a results' driven leader with an optimistic, can-do attitude.
- Participates in the interviewing, hiring, orienting, coaching, training, and evaluation of staff. Collaborates with Human Resources on employee relations strategies. Makes recommendations for the continuing development of staff to ensure effective succession planning.
- Supervises and/or participates in opening and closing of branch and branch security.
- Administers the branch cash vault and ATM as needed.
- Approves transactions within approved limits including, but not limited to: check cashing, deposits, withdrawals, fee waivers, etc.
- Assists with schedule and branch staff assignments to ensure sufficient coverage and proper performance of the branch.
- Provides internal and external customer support as needed, including but not limited to: greets customers, handles cash and non-cash customer account transactions and servicing functions, responds to product/service/account inquiries, assists with research requests, resolves/escalates customer issues as necessary/appropriate, educates customers on how to conduct simple transactions through self-service technologies, etc.
- Initiates product and service referrals to appropriate department or individual for follow-up.
- Participates in activities for generating new business such as promoting branch sales culture and special promotional events.
- Maintains working knowledge of the Bank's products and services, branch operations and related I.T. systems, in addition to regulatory requirements.
- Supervises and assists branch staff regarding the interpretation and implementation of Bank policies and procedures.
- Provides timely assistance with required audits, reports, schedules, etc.
- Functions in the capacity of Teller/Sr. Teller/Sales & Service Associate/Supervisor at any branch location as requested/required, including but not limited to: managing personal cash drawer and opening accounts.
- Organizes and maintains workstation in a neat manner, in accordance with Bank standards.

Position specific requirements

- High School diploma or equivalent required.
- Minimum two years' customer service, cash handling, supervisory, and sales experience required.
- Excellent attention to detail, interpersonal and communication skills required.
- Full proficiency in performing Teller/Sr. Teller/Sales & Service Associate/Supervisor functions at all branch locations required.
- Ability to adapt to changes in the work environment, manage competing demands and deal with frequent change, stress and/or unexpected events.
- Proficient use of computers and technology required (i.e., Internet, PCs, tablets, smartphones, MS Office, electronic banking, etc.).

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Sales and Service Associate (Full time) **Everett, MA, Boston, MA, Kennebunk, ME**

Summary: Supports branch sales and operations by proactively assisting customers with service requests and performing cash and non-cash transactions on customer accounts. Identifies customer needs and provides solutions and referrals for products and services as appropriate. Participates in team efforts to achieve branch goals including core deposits and loan referrals.

- Provides internal and external customer service as needed, including but not limited to: greets customers, handles cash and non-cash customer account transactions and servicing functions, responds to product/service/customer/account inquiries, resolves/escalates customer issues as necessary/appropriate, educates customers on how to conduct simple transactions through self-service technologies, etc.
- Identifies customers' needs as it relates to the appropriate selection of retail/commercial deposit products and services; opens accounts and assists customers in proper completion of account paperwork and transactions; reviews documents/data entry for accuracy and completeness.
- Cross sells products and services and makes appropriate referrals to other staff members and departments.
- Actively participates in branch promotions, generates qualified loan referrals and contributes towards branch product and service origination goals.
- Maintains working knowledge of all products, services and regulatory requirements.
- Manages personal cash drawer, including daily drawer balancing, check balancing, and drawer limits as needed; assists with branch opening and closing.
- Functions in the capacity of Teller/Sales & Service Associate in any branch location as requested/required.
- Organizes and maintains workstation in a neat manner, in accordance with Bank standards.

Position specific requirements

- Minimum two years' high school completed or equivalent required.
- Minimum one year customer service experience required; cash handling a plus.
- Excellent attention to detail, interpersonal and communication skills required.
- Full proficiency in performing Teller/Sales & Service Associate functions at all branch locations required.

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