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# Private Client Manager

## We're Expanding Our Team

At Seattle Bank, our mission is to be a unique financial resource to our community by providing our clients a personalized experience and peace of mind. We are looking for great bankers—people who illustrate great teamwork and leadership to provide an exceptional client experience.

We know that we create value for clients by aligning the right resources behind them and their dreams. We achieve that alignment through a shared sense of vision, urgency, and possibility.

We're unlike most banks, in that we are highly focused on providing tailored services to individuals and families, business owners, and businesses. That focus enables us to customize solutions to a unique personal or business situation. We leverage a great team and great technology to move quickly, and to make things easy for our clients.

## Private Client Manager

We provide a differentiated client experience and value proposition. Our success is a result of great people, client-centered design, and effective partnerships with third parties. We are hiring a Private Client Manager (PCM) to help us manage high-value clients and support our continued growth.

As a PCM, you will be the primary point of contact for private banking clients, driving proactive client management and engaging our client support team, lenders, or other product specialists to help meet client needs. You will also support commercial banking clients. You will be actively involved in profiling, building rapport with, and developing and delivering proposals to new clients. You will lead client onboarding and proactive client outreach. And, you will collaborate with the client support team to ensure that day-to-day servicing is aligned with our desired client experience and relationship objectives.

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- [seattlebank.com](http://seattlebank.com)
  - 206.281.1500

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We'd love to hear from you if:

- You are highly client focused and appreciate the importance of details in establishing and maintaining trust.
- You have a desire to be part of building something great; you appreciate the associated challenges and will keep cool under pressure.
- People love working with you.
- You have a track record of great, sustained customer service.
- You possess five or more years' of experience providing bank products and exceptional customer service to high-value clients; experience in a commercial or private banking/wealth management setting preferred.
- You have a bachelor's degree, or equivalent combination of relevant education and experience.
- You are knowledgeable of bank product offerings including online banking, bill pay, business accounts, credit cards, merchant services, and treasury management services.
- You know relevant state and federal banking regulations, account titling, KYC requirements, FDIC insurance, operational policies and procedures, and product features.
- You have excellent organizational and time management skills; competency with Microsoft Office products including Word, Excel, and PowerPoint; ability to obtain quick proficiency in other key business systems to support a breadth of client solutions.
- You have relevant math proficiency, including ability to reconcile accounts, locate routine mathematical errors, and develop and interpret basic charts and graphs.
- You demonstrate exceptional verbal, written, and interpersonal communication skills, including the ability to write reports, correspondence, and procedures, and interact professionally with customers and coworkers.
- You can work with no supervision while performing duties; you show big picture thinking.

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## Interested?

Please send a cover letter and resume to [jobs@seattlebank.com](mailto:jobs@seattlebank.com).

Seattle Bank considers for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess authorization to work in the United States, as it is not the practice of Seattle Bank to sponsor individuals for work visas.

Employment at Seattle Bank is on an at-will basis.

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