



Borel Private Bank & Trust Company®

A Division of Boston Private Bank & Trust Company

Job Description

Organizational Unit: Credit Administration

Organizational Title: Bank Appraiser

Reporting To: Chief Credit Officer

Responsibilities, Duties and Accountabilities

1. Establish an independent appraisal function for real estate secured assets in the Commercial Lending Group. Specific duties would include:
 - Maintenance of a list of appraisers including their qualifications, geographic area of expertise and property specialties.
 - Manage the appraisal ordering process including selection of the appraiser, negotiation of the fee and establishment of the completion timetable. Be the primary point of communication with engaged appraisers.
 - Review completed appraisals for reasonableness and adherence to current regulations.
 - Authorize payment to appraisers for work performed.
2. Establish Policies and Procedures for the appraisal ordering process. Review and recommend changes to the Bank's Loan Policy. Standardize the process for efficient and timely work flow.
3. Manage the appraisal content of the current real estate secured portfolio. Determine when new appraisals or evaluations need to be performed and oversee the process.
4. Keep informed of regulatory issues and changes. Update the Bank's Policies and Procedures as necessary. Disseminate appropriate information to Commercial Lending personnel.
5. Interface with bank examiners and loan review as to compliance with policy and regulatory standards.
6. Perform other duties as determined relating to real estate secured assets.

Qualifications

- Licensed appraiser or equivalent training.
- College degree.
- 5+ years of banking experience.
- Effective communication skills.
- Industry contacts.
- Ability to work in a team environment.

For this position, submit your résumé via e-mail ONLY to Humanresources@borel.com .
No telephone calls please.

For more information about Borel Private Bank, please visit our website at www.borel.com.

Borel Private Bank & Trust Company is an Equal Opportunity Employer.