



Gateway is always looking for skilled and energetic people who share our core values. We are currently accepting for the following positions:

[Wholesale Account Executive](#)
[Credit Operations Manager](#)
[Senior Credit Manager](#)
[Business Development Officer \(Quick\\$ale\)](#)
[Business Development Officer \(San Francisco\)](#)
[Retail Loan Officer](#)
[Senior Business Banking Officer](#)

To learn more about a specific position select the link from the list above.



Position Title: **Wholesale Account Executive**
Department: **Wholesale Lending**
Locations: **Northern and Southern California, Florida**

Job Description:

- Promotes and sells company products through direct mortgage broker contacts
- Schedules weekly sales calls
- Identifies prospective customers and compiles information on competitive products and reports them to the branch manager
- Performs a wide variety of activities to advertise and promote the loan programs and service of Gateway Bank, F.S.B.
- Responsibilities may also include preparing displays, staffing, and participating in trade shows
- Promotes the institution's loan programs with potential mortgage brokers
- Adheres to state, federal, lender and all applicable agencies guidelines, rules and regulations for mortgage lending
- Meets the minimum loan production goals established by Gateway Bank and Branch Manager

Skills Required:

- 2 years experience as a wholesale account executive
- Proven track record of meeting sales quotas
- Relevant book of business is a plus
- Computer experience
- Strong verbal and written skills
- Good organization skills

How to apply:

- Email a formatted copy of your resume to HRMailbox@gatewayfsb.com or fax your resume to 877-860-7467.

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Position Title: **Credit Operations Manager**

Department: **QuickSale**

Locations: **San Leandro, CA**

Job Requirements:

- Bachelor's degree in business administration
- Ten or more years of experience in mortgage lending, working knowledge of warehouse lending and correspondent lending and three years of supervising experience
- Excellent Leadership, communication, management, analytical and interpersonal skills

Specific Job Functions:

- Responsible for the implementation and adherence to QuickSale® policy and procedures, and that the program is in compliance with all state and federal rules and regulations
- Recommends changes to QuickSale® policy and procedures to the Chief Lending Officer as required
- Manages the selection, activation, and settlement of loan activity for the Bank's Gestation partners.
- Ensures that the investor remittances are accurately and efficiently reconciled against customer accounts, and that the loan activity for Gestation partners follows required criteria and procedures to maintain compliance with Bank policy and applicable laws and regulations
- Review Genesis client report on a daily basis and select loans to be purchased by the participating client
- Packages required loan documents along with Participation Certificate for each loan selected for purchase and ships packages on a daily basis to the client
- Manage assigned QuickSale® staff and workflow, including training and work assignments of subordinates
- Responsible for the accuracy of all QuickSale® clients accounts as well as Bank accounting and lending reports for QuickSale®
- Performs other duties as assigned

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Position Title: **Senior Credit Manager**
Department: **Quick\$ale**
Locations: **San Leandro, CA**

Job Requirements:

- A minimum of 10 years of credit/finance experience in consumer, commercial and real estate lending.
- Must possess strong organizational skills, detailed, able to work in fast paced environments.
- Able to prioritize and juggle multiple projects without losing track of ongoing status and completion goals.
- Excellent communication skills, be proficient in computers (Access, Excel, Word, Internet), should have keen analytical abilities, excellent writing skills, should be well versed in contract and business law with broad exposure of Business and Professions Codes, California Real Estate Law, California Financial Code, Truth in Lending Act, Title Law and other lending & banking regulations

Specific Job Functions:

- Oversee the functions of the credit analysis group and administrate the completion its core responsibilities.
- Evaluating credit and financial risk associated with mortgage bankers, participation banks, investors, commercial loan applications and parties to important bank contracts.
- Maintain Quick\$ale Originator Database and files
- Answer inquiries from prospective applicants
- Prepare Originator copy packages for distribution to Participation banks Stale Loan Management & Reporting
- Maintain Approved Investor Database for Quick\$ale and Wholesale Departments.
- Research and apply due diligence standards to prospective investors
- Conduct annual summary review of Approved Investors
- Maintain updated internal Assets Review Binders (on all reviews completed since 1999)
- Conduct Annual Internal Assets Reviews on commercial and multifamily loans of the Bank. (Property inspections, summary financial & credit analysis, valuation approximations)
- Maintain all contracts of the bank in a safe and secure location
- Projects as assigned by the President, as based on bank needs
- Perform other duties as assigned

How to apply:

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Position Title: **Business Development Officer**
Department: **Quick\$ale**
Locations: **San Leandro, CA**

Job Description:

- Develops, cultivates, nurtures, and maintains warehouse banking relationships for the bank, with the express purpose of increasing Quick\$ale® volumes
- Market Quick\$ale® to Prospective clients
 - Inside and Outside sales
 - Some outside sales meetings where needed
 - Attend occasional mortgage banking conferences to generate new business
 - Answer calls from prospective clients generated from advertisements and referrals
- Send out letters, and email to prospective warehouse clients
- Track status of all pending Quick\$ale® Facility applications
- Internal marketing calls to existing client base
- Assist in developing specific action plans to ensure Quick\$ale® volume growth
- Assist in preparing Quick\$ale® volume growth forecast
- Assist in training and coaching of designated Team Members
- Position may be supported by Quick\$ale® Marketing Support Representatives who assist in lead generation and making appointments, etc.

Requirements:

- 5-10 years previous mortgage, banking or related industry with emphasis on sales, sales management, support operations or marketing
- Demonstrated experience in marketing and negotiation skills
- Strong sales background with proven record of building business
- Ability to assess and analyze market needs and to implement appropriate action in support of Quick\$ale® growth targets
- Excellent interpersonal skills applicable to a financial sales environment
- Requires some limited regional and national travel to support sales efforts and to sell the Quick\$ale® brand to business partners
- Excellent communication, problem solving and analytical skills

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Position Title: **Loan Officer**

Department: **Retail**

Locations: **Bakersfield, Benicia, Brea, Fresno, Oakland, San Leandro**

Job Description:

- Assists soliciting, underwriting and coordinating the closing of real estate loans
- Responsible for business development and to act as the institution's contact with customers, brokers, contractors, developers, etc.
- Systematically call on real estate officers and others from which loan applications are developed
- Discusses the institution's loan programs with potential borrowers
- Determine the loan purpose and obtains the pertinent information relating to the proposed transaction and security property
- Review credit and financial statements of borrower or borrowers
- Be responsible for notification of applicant of all requirements of the institution
- Works with the loan processor to order loan documentation for closing
- Interface with appraisal and processing personnel.
- Be responsible for adhering to state, federal, lender and all applicable agencies guidelines, rules and regulations for mortgage lending and banking

Skills Required:

- Previous Mortgage experience
- Computer experience
- Strong verbal and written skills
- Detailed orientated
- Good organization skills

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Position Title: **Business Development Officer**
Department: **Retail and Commercial**
Locations: **San Francisco, CA**



Job Description:

- Market Retail and Commercial opportunities to prospective clients:
 1. Inside and outside sales
 2. Some outside sales meetings where needed
 3. Attend occasional banking related conferences to generate new business
 4. Answer calls from prospective clients generated from advertisements and referrals
- Send out letters, and email to prospective clients
- Track status of all pending applications
- Internal marketing calls to existing client base
- Assist in developing specific action plans to ensure volume growth
- Assist in preparing volume growth forecast
- Fluent in Russian and/or Chinese a plus

Skills Required:

- 5-10 year's previous banking industry experience with emphasis on sales, sales management, support operations or marketing
- Strong sales background with proven record of building business
- Ability to assess and analyze market needs and to implement appropriate
- Excellent interpersonal skills applicable to a financial sales environment
- Excellent communication, problem solving and analytical skills
- Undergraduate degree or equivalent work

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Position Title: **Senior Business Banking Officer**

Department: Credit

Location: San Leandro

Job Requirements:

- Bachelor's degree in financial management, economics or equivalent experience.
- A minimum of 10 years of credit/finance experience in consumer, commercial and real estate lending.
- Must possess strong organizational skills; be highly detailed, able to work in fast paced & sometimes stressful environments.
- Able to prioritize and juggle multiple projects without losing track of ongoing status and completion goals.
- Excellent communication skills, be proficient in computers (Access, Excel, Word, Internet), should have keen analytical abilities, excellent writing skills, should be well versed in contract and business law with broad exposure of Business and Professions Codes, California Real Estate Law, California Financial Code, Truth in Lending Act, Title Law and other lending & banking regulations.

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