

We're hiring!

We're looking for high energy, self-motivated individuals to fill this position in our Loan Administration Department in Franklin.

LOAN ASSISTANT



APPLICANTS PLEASE EMAIL cover letter and resume by September 20, 2019 to Monika Eckard (meckard@yourbank.com)

**Equal Opportunity/Affirmative Action
Employer Equal Housing Lender • Member FDIC**

PRIMARY RESPONSIBILITIES

include but are not limited to: assigned clerical duties; examining and analyzing the completion of loan documents for accuracy; assisting in completion of loan packages; monitoring and maintaining loan portfolios; keying maintenance and uploading loans; verification of imaged documents; processing/posting GL items; providing customer service to branch inquiries and to Bank customers; resolving customer questions/complaints through direct involvement or coordination with Bank employees; and cross selling and referring clients to other Bank professionals. Other administrative tasks assigned as necessary.

SKILLS NEEDED

- Have previous experience in office environment / administrative capacity;
- Have community banking experience (preferred but not required);
- Show good verbal and written communication skills and strong interpersonal skills;
- Possess documentation, credit administration and analytical skills (preferred but not required);
- Have excellent time management and organizational skills and be attentive to detail;
- Show good verbal and written communication skills and strong interpersonal skills;
- Possess ability to work independently as well as complete projects using a team approach;
- Be proficient in PC software, including Microsoft Word and Excel, and
- Be able to handle multitask situations.

EDUCATION NEEDED

High School Diploma or Equivalent

SALARY STATUS

Hourly Rate Pending Experience