



4/28/2022

JOB OPENING NOTICE

“AN EQUAL OPPORTUNITY EMPLOYER”

Credit Operations

Credit Operations is an important and critical partner to the lending team. They are an important point of contact for both customers and other departments. Strong communication and organization skills are essential to success in this role.

The objective of Credit Operations is to assist in producing and reviewing real estate valuations. At the same time the position will be working with lending officers with preparing and maintaining necessary documentation related to loan collections. This position will also assist with scanning and indexing various loan documents. This position will work with the Lending Team and Support Team to achieve compliance with regulatory guidance and bank policy.

Responsibilities include but are not limited to:

- Prepare internal evaluations
- Review residential appraisals, as received, for accuracy and completeness and assist with any corrections or additional information needed.
- Assist lending officers in loan collections (Includes ordering repossession, obtaining title, sending various notices, and maintaining records regarding repossession, etc.)
- Review, and scan completed documents into the core system
- Assist Lending Officers with servicing existing loan customers as requested. May include contacting customer regarding documentation exceptions items or past due accounts.

Experience preferred in the following areas:

Customer Service
Previous Bank Experience Preferred
Understanding of loan documentation standards/requirements
Organization and communication skills

Special Skills:

Excel
Excellent phone and customer service skills
Ability to operate standard office equipment such as personal computer, laser printer, typewriter, copy machine, telephone, calculator, fax machine, scanner, etc.
Ability to handle multiple tasks and a varied workload
Software experience to include Windows, Microsoft Office, and database programs
Ability to research data

High School Graduate or above

Credit and Security Check verified

Inquiries and resumes to Theresa Canant by Friday May 13, 2022.

EOE/M/F/D/V