

JOB TITLE: Loan Processing Specialist

FLSA STATUS: Non-Exempt

DEPARTMENT: Loan Operations

REPORTS TO: Loan Processing Supervisor

PRIMARY FUNCTION:

Are you a highly motivated, self-driven individual that also enjoys working in a team environment? Does detail-oriented, ambitious and genuine describe you? Then you are the perfect candidate for our Loan Processing Specialist position here at BLC Community Bank!

AS A LOAN PROCESSING SPECIALIST YOU WILL BE PRIMARILY RESPONSIBLE FOR:

- Preparing commercial, residential, and consumer loan documentation and system support work for new and renewed loans, including but not limited to record data input, maintenance to various systems, monitoring accuracy of loan reports, preparation of loan documentation, filing and perfection of the Bank's collateral.
- Providing administrative support for lenders and ensuring successful completion of loan file items.
- Inputting data entries for loan advances, payments, inquiries and loan file changes.
- Verifying past due notices for mailing and processing loan payments.
- Following established policies and operating procedures which are consistent with the Bank's overall policies, operating objectives, and regulations.

THE QUALIFIED CANDIDATE WILL POSSESS THE FOLLOWING:

- High School diploma (GED) with a minimum of 2 years related experience
- Strong understanding of loan software systems/applications, such as Compliance Concierge, WDFI's UCC name/lien searches, WDOT, flood search and Credit Bureau provider, and other supporting systems
- Proficient in the use of Microsoft Applications
- Excellent organizational and data management skills
- Superior verbal and written communication skills
- Ability to maintain strict confidentiality
- Ability to work effectively and thrive in a team environment
- High level of accuracy and attention to detail
- Ability to stand/sit 50% of work shift and lift up to 25 lbs.

Please email your résumé to Jill in Human Resources or call with questions pertaining to the position.

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