



Loan Assistant Opening

Date: March 26, 2021
Position: Loan Assistant - Consumer Market
FLSA Status: Non-exempt
Hours: 8 am – 5 pm, M-F and occasional Saturdays
Location: Montrose, MN

The loan assistant performs work assignments primarily within the consumer and mortgage loan departments. This individual will be responsible for creating promissory notes and related legal documents, inputting new loans, managing pending and ongoing tickler items, preparing loan files, funding of loan proceeds, coordinating and performing post-closing activities such as collateral administration and audit of loan reports.

Essential Functions

1. Assist with gathering data and preparing loan documents for in-house and secondary market loans.
2. Responsible for input and routine maintenance of loans on the core system.
3. Reviews maturing loans report and works with lender to determine payoff/renewal status. Process paperwork for renewals and paid loans as instructed.
4. Inspect and organize loan files to ensure that all required documentation is current.
5. Funds loans and pays any related filing fees according to established procedures and as directed by lender.
6. Provides administrative support to lending team such as preparing general and required correspondence, photocopying, faxing, and retrieval of reports.

Qualifications

- High School Diploma or equivalent.
- 3-5 years working in a community bank or secondary market mortgage operation.
- Understands the importance of maintaining confidentiality and securing customer information.
- Ability to comprehend loan documentation requirements.
- Skillset includes being focused, organized, adaptable, detail-oriented, able to prioritize work and capable of working with minimal direction using proactive problem-solving skills.
- Exemplifies professionalism, commitment to customer service, and sound judgment.

Preferred Qualifications

- More than five years of loan assistant experience in community bank.
- Thorough understanding of bank regulatory and compliance requirements.

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