

**Commercial Loan Assistant-Processor for The Piedmont Bank – Peachtree Corners Branch (EEO/F/M/Veteran/Disabled)**

**Essential Job Skills** includes: Processing consumer, commercial and construction loans from application through closing. Prepare required loan documentation through software program like EasyLender, LaserPro, etc. Maintain files for appropriate documentation to perfect liens on all secured loans. Create and maintain loan files to include the Credit, Collateral, Draw and Guarantor files. Create, check in and maintain construction files and inspection cards. Request inspections, ensure receipt of required documentation prior to funding, calculates, processes, obtains proper approval, and requests funding for draw requests efficiently and in agreement with Bank policies and procedures and service level agreements. Follow-up on any and all documentation necessary for a complete loan file to include current financial statements / tax returns, recorded documents, insurance, etc. Quote loan payoffs. Assist with processing loan payoffs, prepares demand statements, and processes loan payments and advances. Interviews customers to obtain information and explain and cross-sell available financial services. Input account information obtained from customer and confirm identity for proper documentation. Obtain Credit records from reporting agency and have ability to read and understand each report. Provide customer service via telephone inquiries, email, face-to-face, etc. Experience is a must!

Other duties for the Loan Assistant-Processor will include assisting with various administrative duties as requested. To handle special customer and loan staff requests as needed. Efficiently communicates information to internal and external clients. Process outgoing domestic and international wires as required. Assist with the research and resolution of customer loan discrepancies. Responsible for maintenance and integrity of loan files. Assist lenders on monitoring and collecting past due accounts. Adhere to all BSA compliance policy and procedures. Follow fraud prevention and security procedures. Customer Service – Manages difficult or emotional customer situations; Responds to requests for service and assistance; Meets commitments. Ethics – Treats people with respect; Inspire the trust of others; Work with integrity and ethics; Uphold organizational values. Experience should include: High school diploma or equivalent required, Loan Processing experience (minimum of 2 years) with working knowledge of loan documentation. Ability to organize and prioritize assignments of an intermediate nature simultaneously with a quick response. Must have excellent client service skills, personal and communication skills. Ability to work in a team environment. Ability to read, analyze, and apply policies and procedures. Working knowledge of Fiserv. Ability to work independently with minimal supervision. Prior Banking experience is desired. Knowledge of all Microsoft Office software.

Screenings will include credit and background checks. 41 C.F.R. 60-300.5(a) 12 41 C.F.R. 60-741.5(a)7

Contact [becky.litsky@piedmont.bank](mailto:becky.litsky@piedmont.bank) for application, voluntary Self-Identification and Self-Identification Disability forms.