



## **Commercial Loan Administration Assistant**

Department: Commercial Loan Area and Loan Operations  
Reports: Lee Garrett  
Supervises: None

**Summary:** This position is designed to be extremely flexible. To be a generalist, able to fluidly work in different areas Commercial Loan area in a support capacity, loan operations and loan processing.

### **Job Requirements:**

- Associate's degree: Bachelor's degree in business, or a minimum of two years banking, finance or related field preferred.
- One to two years of banking experience.
- Satisfactory completion of an in-house training program or other approved training program.
- One to two years bank operations experience.
- Good communication and interpersonal skills as well as excellent sales skills.
- Good knowledge of all retail financial institution products and services.
- Flexibility in working situations.

### **Specific Job Functions:**

#### **Loan Operations and Compliance:**

- Front-line customer service in the executive/commercial loan area. This would include opening accounts and servicing accounts.
- Front-end assist with credit underwriting and analysis
- Provides administrative assistance to the Loan Officer and staff including updating loan data for entry into Liberty First Bank's computers and assembling documentation for real estate and non-real estate loans.
- Clerical and administrative support to the CLO.
- Coordination and preparation for Loan Committee meetings
- Perform Random Loan Audits
- Preparatory work with lenders for loan renewals

- Provides extensive personalized service to depositors with specific or special banking needs.
- Provides account advice, including account resolution suggestions and other information to assigned customers, as needed.
- Provides customers with account information and updates as requested.
- Meets with and assists potential customers and handles the details to establish new accounts, prepare loan documents, debits and other paperwork necessary to complete customer account files.
- Assists other financial institution staff in waiting on customers, answering telephones and performing other duties as necessary.

**Inquiries can be made to:**

Lee Garrett, EVP- Senior Lending Officer or Maxine Peaks, HR Mgr. at 770-207-3000.  
Inquiries can also be sent to the following email addresses:

[maxine.peaks@libertyfirst.us](mailto:maxine.peaks@libertyfirst.us)

[lee.garrett@libertyfirst.us](mailto:lee.garrett@libertyfirst.us)