

HW3583 Part –Time Loan Operations File Specialist

Summary

Responsible for establishing, indexing and maintaining scanned documents with efficiency, accuracy and quality control. Maintenance and control of the file room activities including access and infrastructure.

Essential Functions include: Organize hard copy records for scanning and perform document preparation; removing staples, paperclips, trimming pages. Scan hard copy records using the Loan Operations identified software and hardware systems as necessary. Requires reviewing for quality images and accurate indexing. Must be detail oriented and possess the ability to detect, document and edit record information as needed. Responsible for tracking each file scanned, logging in Excel. Position requires that the employee sit at a desk or work station for a long periods of time. Requires knowledge of loan documentation. Requires lifting storage boxes full of papers; approximately 30 to 40 lbs.

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@piedmontbankonline.com for application, voluntary Self-Identification and Self-Identification Disability forms.