

COMMERCIAL BANKING ASSISTANT – Ameris Bank in Moultrie, GA has an opening for a Commercial Banking Assistant.

Summary Job Description:

A Commercial Banking Assistant provides accurate documentation and analysis of loans and quality service to customers within the Commercial Banker's portfolio. Expectations include loan portfolio management duties as assigned by the Commercial Banker(s) they support. Including, but not limited to cash flow analysis, coordination with Credit Analyst, preliminary preparation of the LCA, and coordinating with the customer and Loan Hub team.

A candidate will be expected to become familiar with deposit products, as well as service products offered so they may proactively execute the customer retention and/or expansion strategy as assigned by the Commercial Banker(s).

The applicant should be service-oriented, professional, friendly, and enjoy our fast-paced atmosphere.

May be required to work weekends and/or extended hours. Regular, reliable attendance is critical.

Required Skills/Experience

- Good interpersonal skills
- Strong analytical, creative and problem solving abilities
- Advanced computer knowledge
- Strong communication skills, including the ability to write clear and concise correspondence
- Able to work independently with little supervision
- Bachelor's degree, or an equivalent of four years professional experience
- Minimum two or more years of prior experience with commercial and/or consumer loan products

A High School diploma or GED is required.

Qualified applicants may access by the link to apply or visit our web site and access #17-0120. Ameris Bank is an Equal Opportunity Employer.

https://rew21.ultipro.com/AME1062/jobboard/NewCandidateExt.aspx?_JobID=1589