

Loan Servicing Specialist

First Landmark Bank

First Landmark Bank has an immediate opening for a **Loan Servicing Specialist**. This position is located at our Midtown office at 712 W. Peachtree Street.

Job Duties include:

- Consumer Loan Booking
- Commercial Loan Booking
- Participation Balancing
- Payment/Advance processing
- Collateral Perfection and monitoring
- Payoff processing
- Process Construction Draws
- Mail payment billing notices and statement
- Other department functions as necessary to ensure an operationally efficient department including cross training on other department responsibilities to serve as backup for other tasks.

Must be able to perform responsibilities with composure under the stress of deadlines, and meet requirements for extreme accuracy and quality at a fast pace. Able to work in a team oriented environment.

High School diploma or equivalent required, college degree preferred but not required.

Minimum of 2 years bank experience required, loan assistant/loan operations experience and knowledge of Fiserv system a plus.

First Landmark Bank is an Equal Opportunity Employer committed to diversity in the workplace. The Bank does not discriminate against any qualified employee or applicant on the basis of race, color, sex, religion, sexual orientation, gender identity, national origin, disabled or veteran status.

Benefits include medical, dental, life insurance, 401(k), flexible medical spending account, paid accrued vacation, and sick time. Please send your resume with salary history and requirements to lpharr@firstlandmarkonline.com or fax resume to 770-919-1570.