



CREDIT ADMINISTRATION ASSISTANT BARNESVILLE, GA

Job Summary

Provide clerical support to the Credit Department personnel and lending staff. Provide customer service to external parties when necessary and appropriate.

Job Functions

- Credit Committee Management to include: Agenda, recording of minutes, process weekly reports, credit package maintenance / organization, and responsible for reports, loans and any other items that are to be sent to the board monthly.
- Generate monthly and quarterly reports that are required for portfolio management and presentation to Credit Committee and Board.
- Responsible for policy management and updates, as well as financial and review management.
- Offer administrative assistance to Chief Credit Officer and the department in general
- Attorney approved list management.
- Financial and Review management.
- Policy management and updates.
- Complies with all Federal and State banking laws and related regulations, to include but not limited to the Bank Secrecy Act
- Other duties may be assigned.

Job Requirements

- Proficient in Word & Excel
- High school Diploma or equivalent work experience.
- Demonstrate a "team" approach toward the Bank and coworkers
- Successful completion of in-house training.
- Professional dress and demeanor required.
- Represent the Bank in a professional manner within the community.
- Effective written and verbal communication skills.
- Previous Administrative / Support experience preferred.
- Previous banking loan or credit experience strongly preferred.
- Ability to deal tactfully with customers and co-workers.
- Demonstrate problem solving skills and abilities.
- Attention to detail, confidentiality and accuracy.

United Bank provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, veterans status, disability unrelated to job requirements, genetic information, military service, or other protected status. Please send all resumes to lgosdin@unitedbank.net