



There is an immediate opening at United Community Bank for:

**Loan Officer Assistant**

**Location: Johns Creek**

**SUMMARY:**

Assist with consumer and commercial loans in compliance with financial institution policies and procedures. Input and update loan data into financial institution computer system; assemble and verify loan documents for accuracy.

**JOB REQUIREMENTS:**

- High School diploma or equivalent
- Minimum of 1 year experience in a financial organization preferred
- Experience in commercial and consumer lending preferred
- Successful completion of in-house training program or approved external training program
- Good interpersonal communication and organizational skills
- Proficient keyboarding skills
- Proficient in Microsoft office programs
- Good understanding of financial institution products and services and procedures pertaining to loan operations and compliance
- Attention to detail
- Participate in all required compliance training, including Bank Secrecy Act/anti-money laundering training, as well as internal and external training programs, online training, meetings, and seminars/conferences, etc.

Apply directly online at <https://www.ucbi.com/Why-Choose-United/Discover/Careers>

**United Community Bank is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities. EEO is the Law.**