

Loan Officer Assistant – March 2018

Greater Community Bank is seeking an **experienced** Loan Officer Assistant. The position is responsible for creating, processing and reviewing commercial and consumer loan packages for the bank's Lending Officers. A working knowledge of standard underwriting guidelines and an understanding of legal and regulatory loan documents are required. Excellent oral and written communication skills and a working knowledge of Microsoft Word, Excel, and Outlook are required. The qualified candidate will have a minimum of 3 years' and preferably 5+ years of Loan Operations Administration. This position requires a self-starter with good organizational skills.

Qualified candidates should forward a cover letter and resume to Human Resources at Greater Community Bank, P O Box 529, Rome, GA 30162 or by email at careers@GreaterCB.com.