

Vinings Bank
Construction and Commercial Lending Administrative Assistant

We currently have an open position located at our Smyrna location for a Construction and Commercial Lending Administrative Assistant. The position supports construction and commercial lending activities in coordination with the Group Manager and Senior Administrative Assistant.

Essential Functions and Duties:

- Provide the highest level of customer service to our customers
- Work with loan officers to process and close Construction, C&I, and Consumer loans. Which includes preparing loan documentation, ordering appraisals, surveys, environmental reports, credit reports, construction draws and disbursements.
- Prepare closing packages and coordinate closings with Attorneys
- Review all loan packages and documentation for completeness of documents and the bank's loan policy. Input the loan on the loan system and scan the package into the bank's image system.
- Assist lenders with clearing credit and collateral exceptions
- Comply with all bank and personnel policies and procedures
- Proficiency in use of Windows, Microsoft Word, and Microsoft Excel
- Team player that is highly motivated and goal oriented
- Effective oral and written communication with clients, co-workers and all levels of management
- Perform other duties as may be assigned

Minimum Qualifications:

Experience:

- 5-10 years banking experience required
- Proficient in Laser Pro software and Fiserv system

Education:

- High School Diploma or equivalent required
- Associate or Bachelor degree in business or related industry preferred

Qualified and interested candidates can submit their resume to careers@viningsbank.com or Fax 678-384-7899.