



Commercial Lending Specialist

Come join our team and help us mark the lives of others! We are looking for Team Members to assist and support out Loan Officers. Our Commercial Lending Specialists conduct activities such as loan documentation preparation and review, loan closings, transaction processing, and basic customer service. Our Consumer Lending Specialists also provide support for our customers through greeting customers, answering the phone, scheduling appointments, and preparation of correspondence.

Experience and Skills

Loan policy/loan documentation

Interpersonal skills

Bank policy and procedures

PC skills (including word processing)

Customer service/sales skills

Loan system (loan pro, etc.)

Bookkeeping

One Year experience with LaserPro preferred

One Year experience with Commercial Lending required.

Schedule

This is an hourly, non-exempt position and will average 40 hours per week.

Candidates must be available during the following hours

Monday – Friday 8:00am – 5:00pm

Job requirements

Applicants must have at least a High School diploma or equivalent.

A credit check and criminal background check is required.

Applicants with a valid driver's license preferred.

Please send your cover letter and resume to [Tiffany Nero, HR Assistant](#).

We are an Equal Opportunity Employer.

