



Position: Loan Processor/Assistant – Consumer Real Estate Division

Position Summary: Processing and completing all requirements needed for consumer purpose real estate requests for all PFB locations. Responsible for the performance of, but not limited to, the below listed duties:

DUTIES/RESPONSIBILITIES:

- Preliminary Underwriting Review
- Produce all required disclosures (Initial, Revised, Closing and/or Denial)
- Produce all closing packages for lenders and/ or attorney
- Obtain and track outstanding conditions needed for loan review
- Coordinate loan closings with attorney and/or lender.
- Post-closing file preparation and submission for booking loans
- Assist with construction inspection requests as needed
- Assist Department Manager as needed
- Monitor and assist with all inquiries from lenders to support customers.
- Help maintain efficient standards of the department and stay within established guidelines
- Other duties as assigned
- Responsible for complying with all compliance and company policies and procedures

Job Education & Experience:

- High School diploma or equivalent
- Lending experience required
- 2 years TRID / LaserPro experience preferred
- Relevant computer skills

Job Competencies:

- Self motivated
- Strong verbal and written communication skills
- Accuracy and attention to details
- Sensitivity to timelines
- Teamwork
- Honesty and integrity
- Strong organizational skills
- Ability to prioritize
- Stress tolerance
- Aptitude for figures
- Pleasant personality

Qualified candidates should mail resume and letter of interest to Human Resources, 910 Greer St., Cordele, GA 31015 or email to resumes@bankpfb.com

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