



Loan Operations Specialist

We are currently seeking a Loan Operations Specialist/Processor for our main office located in Cartersville, Georgia in our Loan Operations Department. The Loan Operations Department supports the lending team of Century Bank of Georgia.

Job Skills:

Preferred candidates will have prior loan processing experience and be familiar with consumer compliance regulations (RESPA, HMDA, TRID, Reg. Z, etc.).

Additionally, candidates must possess the following skills:

- Fast and accurate data entry and typing skills
- Ability to work in a team-oriented environment and work well with team members
- Proficiency with Microsoft Office applications including Word, Excel and Outlook
- Outstanding phone etiquette and communication skills
- Excellent customer service skills to handle diverse types of customers and situations

Primary Job Duties:

This position works closely with lending officers, assistants, and co-workers in preparing, reviewing, and processing both consumer and commercial loan packages. A working knowledge and understanding of consumer compliance as well as state and federal loan regulations is necessary. Additionally, the successful candidate should be able to effectively multi-task, be accurate and detailed, and to work as a member in a small, efficient team environment is critical.

Salary will be commensurate with experience. We offer excellent benefits, including a 401(k) plan with industry leading matching contributions, excellent health ~~insurance~~ and life insurance, paid holidays, vacation and sick days, and a congenial working environment.

Century Bank of Georgia is a \$180 million asset locally owned community bank headquartered in Cartersville, Georgia, with offices in Calhoun and Rockmart.

Equal Opportunity Employer

NO PHONE CALLS, PLEASE.

Forward your resume in confidence to Ms. Rhonda Massengill:
rmassengill@centurybanknet.com

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