

Employment Opportunity Announcement

Position: Loan Specialist/Document Imaging Specialist

Department: Bank Operations, Dyersburg TN

Position Description: To assure job functions of the Documentation Specialist in the detailed review of documentation on new loans and to insure that documents are imaged accurately and efficiently according to policy and procedure.

Qualifications: Must be able to work well with a team. A minimum of two years of banking experience preferred. Must be self-motivated, resourceful, and attentive to detail. Basic organization, multi-tasking, the ability to work well and remain calm under pressure and meet deadlines. Must have strong computer skills.

Working Conditions: Available to work Monday thru Friday 8am to 5pm. Timeliness of work is crucial to meet deadlines. Team atmosphere.

Hourly Wage Level: \$10.10 to \$12.00

EEO/AA/M/F/VETS/DISABILITY

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