Employment Opportunity Announcement

Position: Loan Administrative Assistant

Department: Union City Financial Center, Union City, TN

Position Description: The responsibility of the Loan Administrative Assistant is to assist Loan Officer in the processing of new loans, renewals and other customer relationship needs. It is the Loan Administrative Assistant's responsibility to represent the bank in a friendly and professional manner. Considerable tact and judgment is essential. The job will include document processing and routine tasks that may involve confidential and/or sensitive information. Work involves detailed documentation and complex operations. Timeliness of work is crucial. Embrace and implement "Welcome Home" experience as you interact with external and internal customers.

Qualifications: Knowledge of Excel and Word programs are necessary. Working knowledge of Bank's loan processing function, Bank's general ledger system and budget process. Excellent customer service relationship skills are necessary. Good organizational and administrative skills and ability to prioritize time required to complete multiple tasks. Ability to handle sensitive information discreetly. Ability to handle repetitive tasks with accuracy. Must possess good problem solving skills. Previous lending experience preferred.

Working Conditions: Available to work Monday thru Friday 8 am to 5 pm. Ability to meet deadlines is crucial. Team environment.