

### Loan Assistant II

**Exempt Status:** Non-Exempt  
**Officer Status:** Non-Officer  
**Full Time/Part Time:** Full-Time  
**Location:** Olathe (College & Hwy 7)

**Job Function:** Responsibilities include providing administrative support for assigned Lender(s) as required. Loan administrative duties primarily include interacting with loan administration staff, lending officer(s) and customer by playing a key role in closing new business with an emphasis in loan production and ongoing loan documentation support and maintenance.

#### Essential Duties and Responsibilities:

1. Assist in preparation of loan and sales proposals.
2. Spread Financial Statements – correctly analyze and monitor financial information as required.
3. Work with loan officers and loan administration to maintain loan files through all phases of the lending process.
4. Provide general support by producing documentation, correspondence, handle customer inquiries and assist in problem solving.
5. Order appropriate insurance, title commitments, coordinate appraisal orders and evaluations as required.
6. Maintain assigned loan portfolio by making collection calls as required.
7. Assist in the development of new relationships not limited to loans by working through entire new business closing/boarding process.
8. Provide day-to-day Treasury Management services as required.
9. Sell additional products and services to customers. Promote the Bank's services, placing the prospect/customer in contact with the appropriate Bank personnel and follow through to determine results.
10. Assist with the day-to-day operations at assigned banking center as needed, such as answering phones, directing traffic, attending to customer service needs and taking messages for loan staff.
11. Willing to accept other tasks as assigned by supervisor or other members of management.
12. Attends work regularly and consistently to ensure appropriate staffing needs are met in the department and the organization, and needs are met in a timely fashion
13. Other tasks as assigned from time to time by supervisor or other member of management

**Job Qualifications/ Required Skills and Abilities:**

14. Minimum of three years of experience as a Loan Assistant in a financial institution lending department
15. Knowledge of lending policies and procedures is essential.
16. Superior written and verbal communication skills
17. Ability to create and edit documents using “Windows” software such as Excel, Word, Outlook and other applicable software, as well as working knowledge of network data system.
18. Exhibit and maintain high degree of professionalism, confidentiality and integrity.
19. Ability to communicate effectively and professionally at all levels of the organization.
20. Attentive to detail with excellent follow through and time management skills.
21. Must possess a “can do” customer-service attitude/philosophy that meets and exceeds bank standards.
22. The person in this position will have a very good understanding of other product offerings of the bank that have consumer applications, including Trust, Investments and Mortgage Lending.
23. To perform all job duties and maintain compliance with all banking acts, laws and regulations applicable to your job function.

To apply: [https://www.ccbfinancial.com/countryclubbank/Careers/hr\\_culture](https://www.ccbfinancial.com/countryclubbank/Careers/hr_culture)

