



Position Description: Loan Processing Manager/Head of Loan Administration

Classification: Full-time/Exempt

Reports to: Chief Credit Officer

We are seeking a Loan Processing Manager/Head of Loan Administration to join our growing Financial Institution. The position would entail working directly with the Bank's lending staff to process and administer our loan portfolio, which includes consumer, residential real estate, agriculture, and commercial loans. In addition, the individual would be responsible for the training and mentoring of 3-4 other members of our loan administration/processing staff.

Responsibilities:

- Work with our lending staff to process and close loan requests/applications.
- Mentor and train other loan processors on proper procedure.
- Manage the work load and pipeline of current loans to be processed, in order to ensure timely execution.
- Review current loan administration and monitoring procedures, and make necessary adjustments as needed.
- Work directly with our Compliance Officer and Chief Credit Officer to ensure procedures comply with applicable regulatory rules and guidelines.
- Periodic travel, as needed, between bank locations.

Qualifications:

- Previous experience in loan processing/administration. Knowledge/experience in residential real estate loan processing is required.
- Ability to prioritize and multitask.
- Positive and professional demeanor.
- Excellent written and verbal communication skills.

Location of the job is flexible, with options of the primary office being our locations in either Lenexa, KS or Seneca, KS.

To apply: Please contact Tyler Bachman at 913-955-3117 or tbachman@1hbank.com.

620 Fourth Street
P.O. Box 188
Centralia, KS 66415
(785) 857-3341

6501 Main Street
Corning, KS 66417
(785) 868-2410

7450 W 130th Street
Suite 100
Overland Park, KS 66213
(913) 955-3110

906 North Street
P.O. Box 188
Seneca, KS 66538-0188
(785) 336-3516

300 Main Street
Vermillion, KS 66544
(785) 382-6221