



JOB OPENING - LOAN ASSISTANT, Russell, KS

Southwind Bank is seeking a full-time Loan Assistant to join its team! A community bank founded in 1909 with locations in Natoma and Russell, Kansas, Southwind Bank offers a complete line of consumer, agricultural and commercial loans.

PRIMARY JOB FUNCTIONS

- Provide support to lenders
- Produce loan documentation
- Process loan payments
- Track and process loan document exceptions
- Maintain loan credit files
- Provide customer support
- Assist deposit operations as needed
- Assist online banking customers
- Maintain regulatory compliance
- Perform other duties as assigned

PREFERRED SKILLS & QUALIFICATIONS

- High school diploma or equivalent
- Banking, finance or administrative assistant experience preferred
- Demonstrate confidentiality, discretion and integrity
- Ability to multi-task, organize and prioritize
- Exhibit accuracy and attention to detail
- Display strong communication and interpersonal skills
- Computer proficiency

Southwind Bank offers a competitive salary and great benefits package!

To apply, please email your resume to humanresources@southwindbank.com

Southwind Bank is an Equal Opportunity Employer
www.southwindbank.com