



The following position is now available at the McPherson-Main branch of Peoples Bank and Trust. Please follow the instructions at the end of this notice in order to apply.

POSITION TITLE

Loan Support Specialist (Full Time – Non-Exempt)

ROLE

The Loan Support Specialist works to complete any administrative tasks necessary to process new loans and process loan payments for branch customers. This position is responsible for several reporting functions related to branch's existing loans. This position is also responsible for ordering, receiving, and recording any necessary loan documentation in order to comply with bank policies and loan regulations.

ESSENTIAL FUNCTIONS

This position is responsible for the following functions:

Responsibilities

- Retrieve all necessary documentation to process new loans
- Assist loan officers by submitting loan orders and clearing document exceptions
- Ensure required documentation is received, printed, and ready for loan closing
- Communicate with Loan Operations Department to coordinate loan funding and booking
- Perform post-closing review
- File appropriate collateral documentation to perfect liens
- Assemble, scan, and index loan files
- Process loan payments and draw
- Process paid in full loans and release collateral
- Process invoice payments using accounts payable functions in bank's database
- Maintain knowledge of loan policies and procedures

Customer Service

- Demonstrate a commitment to PBT's customer service philosophy
- Assist customers with account inquiries
- Provide courteous service to loan and deposit customers in person, over the phone, and through email communication

Various other duties as assigned

QUALIFICATIONS

EDUCATION/CERTIFICATION: High School Diploma or equivalent required
Bachelor's degree in business, finance or related field preferred

REQUIRED KNOWLEDGE: Full knowledge of loan services offered by Peoples Bank and Trust, understanding of all PBT policies and procedures related to loan services provided, knowledge of reports required to maintain and track outstanding loans

EXPERIENCE REQUIRED: 2+ years banking experience preferred

SKILLS/ABILITIES:

Attention to detail, strong written and verbal communication skills, self-motivation, self-management, ability to consistently follow through on tasks, problem-solving, organized, analytical, interpersonal, customer relationship building, time management, computer literacy and a strong ability to multi-task

How to Apply:

All interested individuals are welcome to apply for this job opportunity. In order to apply, you may complete one of the following options:

Submit your application using the following web link:

<https://peoplesbank.bamboohr.com/careers/271>