



Commercial Loan Associate

Wamego, KS | Full-Time | In Person | Commercial Lending | Non-Exempt

Join Our Commercial Lending Team

Bank of the Flint Hills is looking for a detail-oriented, customer-focused individual to join our Commercial Lending team in Wamego. This role is a great opportunity for someone who enjoys working with people, managing details, and being an important part of the commercial lending process from request through closing and ongoing servicing.

About the Role

The Commercial Loan Associate provides administrative, operational, and customer support for the Commercial Lending Department. You will help coordinate new commercial loan requests, prepare and review loan documentation, maintain accurate loan files, support loan closings, and help ensure collateral and credit documentation are complete and compliant. You will also serve as an important connection between customers, lenders, title companies, attorneys, vendors, and Loan Operations.

What You'll Do

- Coordinate commercial loan requests from initial documentation through closing and ongoing servicing.
- Request and collect borrower financial information and supporting credit documentation.
- Prepare commercial loan documents, renewals, modifications, extensions, and participation agreements.
- Coordinate commercial real estate and participation loan closings with borrowers, title companies, attorneys, and other partners.
- Order and review appraisals, title work, flood determinations, UCC searches, and other collateral documentation.
- Build and maintain loan and customer information within the core system, including loan maintenance and servicing activities.
- Maintain complete and accurate loan files, tickler systems, and collateral documentation.
- Provide responsive, professional support to Commercial Loan Officers and customers throughout the lending process.
- Help ensure compliance with bank policies and lending regulations while supporting audits, examinations, reporting, and departmental projects.

What We're Looking For

- Strong organizational and analytical skills with excellent attention to detail.
- Ability to manage multiple priorities and follow through on time-sensitive tasks.
- Clear, professional communication and a commitment to exceptional customer service.
- Ability to build positive, professional working relationships with customers and coworkers.
- Comfort using Microsoft Office and the ability to learn banking and lending software.
- Knowledge of banking, lending support, loan documentation, or loan operations is helpful, but transferable skills and a willingness to learn are also valued.

Education & Experience

- High school diploma or equivalent required.
 - Associate's or Bachelor's degree preferred.
 - Previous banking, lending support, loan documentation, administrative, or related experience preferred.
- Equivalent education and experience may be considered.

Why Bank of the Flint Hills?

At BFH, our core values guide how we work, serve, and grow together. We believe we're Better Together, Built to Serve, committed to Being Our Best, and Never Stuck. We're looking for someone who wants to contribute, grow, serve our customers well, and be part of a team that cares about the communities we call home.

Ready to Join Our Team?

We'd love to hear from you! Please submit a completed employment application and your resume to hr@bfh.bank

Bank of the Flint Hills is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees.