

Helping customers with their financial needs and leading the way in innovation and responsiveness is the core of CoreFirst Bank & Trust's ("CoreFirst") mission. This philosophy, the CoreFirst Way, has guided the bank well for sixty (60) years and sets us apart from competitors.

Position Description:	Commercial Banking Assistant		
Reports To:	Topeka Market Manager	Department:	Commercial Banking
Supervises:	N/A	Classification:	Full-Time / Non-exempt

 Hours:	Typically forty (40) hours per week between 8:00am- 5:00pm Monday through Friday		
 Location:	Headquarters	3035 SW Topeka Boulevard Topeka, KS 66611	
 Role:	Responsible for assisting the Commercial Banking Officers in management of the commercial loan portfolio. Working in conjunction with the Lender, the Commercial Banking Assistant is responsible for providing personal and professional service to the customer. The assistant establishes and maintains a relationship and familiarity with the customers and the Bank’s loan policies and procedures in order to provide a streamlined and efficient customer service experience.		
 Apply:	www.corefirstbank.com/careers		
Essential Functions & Responsibilities:	- Assists Lenders with Commercial Loan application, approval, and closing processes: - Following loan approval, serves as liaison between Lender and Loan Processing, to request and coordinate preparation of loan documents and schedule closings. May assist with closings as needed - Anticipates and obtains items necessary for loan requests, such as corporate documents, credit reports, UCC searches, VIN searches, flood determinations, appraisals, title work, mortgage releases, etc. - Inputs data in Credit Quest - Coordinates with Credit Administration on financial statement spreads and/or other analyses, either routinely or as requested by Lender - Coordinates with Commercial Services as appropriate, in order to assist loan customers with depository products and services, such as Internet Banking and Treasury Management Services. - Contacts customers for routine requests, such as financial statements, loan payments, and corporate documents. - Handles routine customer requests and inquiries, such as loan histories, posting errors, changes of address, line of credit advances, construction loan draws, notary services, lien releases, etc. - Scheduling appointments through Microsoft Outlook <i>Please note this description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.</i>		
Experience:	Two or more years of related experience; previous commercial banking experience preferred		
Education:	- High School diploma or equivalent required - Bachelor’s Degree in business or related field preferred		

Skills & Abilities:	• A significant level of trust and diplomacy is required, in addition to courtesy and tact • Work involves extensive contact with others, including executive and senior management • Communication with customers may be of a sensitive nature when working through escalations • Fostering sound relationships with others is necessary
Competencies:	Adherence to CoreFirst Values; Respect, Communication, Integrity, Initiative, and Accountability. A secondary focus on internal and external Customers, Compliance, Ethics, Perseverance, and Time Management is also essential
Other Skills:	• Strong PC skills with proficiency in Microsoft Word, Excel, and Outlook • Excellent written and oral communication skills • Excellent time management and task prioritizing, organization, problem solving, and ability to meet deadlines • Excellent analytical skills and attention to detail

Physical: Requirements:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, and walk. Some light physical effort required including ability to lift up to fifty (50) pounds.
Travel:	Travel is negligible.
Work Environment:	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines.
Other:	• Applicants must pass a drug screen and background checks • Internal applicants must be meeting the minimum requirements of their current job and submit a cover letter and resume via the employee portal
CoreFirst Employment Practices:	CoreFirst provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CoreFirst Bank & Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

I, _____, acknowledge by my signature below that I have received a copy of my position description.

 Print Name

I have read and understand my job duties and responsibilities as **Commercial Banking Assistant**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described.

I can perform the essential function of this position with or without reasonable accommodations? _____ Yes _____ No

I certify that the information provided above is true and complete, and I understand that if the information provided above is false, it may result in denial of employment or dismissal.

Employee Signature

Date

HR Representative Signature

Date

Revised 11/2018