



Loan Administrator/Processor

Full-Time | De Soto, KS

Join the TriCentury Bank team as a Loan Administrator/Processor! This role will be responsible for ensuring a smooth loan origination process from loan approval to closing.

Responsibilities include:

- Provide general administrative support for the loan department.
- Input proper loan information into the loan origination software and core processing system.
- Maintain accurate and up-to-date loan electronic & hard files.
- Ensure ticklers related to insurance, financial statement, taxes, etc. are resolved in a timely manner.
- Responsible for the accurate and compliant production of all loan documents.
- Handle borrower inquiries and communicate with attorneys, title companies, insurance agents, etc.
- Order and process all necessary filing, recording, and acknowledgement of loan documents (credit reports, title & property insurance, flood determinations, appraisals/evaluations, promissory note, etc.).
- Perform any additional duties/activities assigned by management.

Job Qualifications:

- Strong written, verbal and customer service skills
- Ability to perform standard loan/financial calculations such as loan payment amounts, payoff quotes, etc.
- Demonstrate the ability to work within a team environment.
- Strong PC skills, including proficiency with Microsoft Office applications.
- Possess the ability to work accurately and efficiently under time constraints.
- Strong organization, planning, prioritization, and detail orientation skills.
- Excellent time management skills with the ability to multi-task, follow through on commitments, meet deadlines, and drive results.
- Experience is helpful, but we will train the right person!

Schedule:

- In-Person | Monday to Friday

Benefits:

- Health, dental and vision insurance
- Paid Time Off (PTO)
- Simple IRA retirement plan w/ bank match
- Flexible Spending Account (FSA)
- Life insurance
- Disability insurance

If you are interested in applying, please send your resume to Karisa Thompson at kthompson@tricentury.com. You may also complete an application at any of our locations. For questions, you may email Karisa Thompson or call 913-583-3222.

TriCentury Bank is an Equal Opportunity Employer.