Loan Documentation Associate I

Kansas Farm Bureau | Manhattan, KS

Schedule: Full-Time

Reports to: Assistant Vice President, Loan Documentation Manager

J**oin our Loan Operations team in Manhattan as a Loan Documentation Associate I.** As a Loan Documentation Associate you will primarily be responsible for the quality control and creation of documents for all different types and levels of loans. Both of these tasks should be completed in a successful and timely manner, which should result in documents being generated accurately and compliantly. Team collaboration will be required to assist one another on the more complex files and concepts. This position will also be responsible for completing funding forms on all loans that are processed. They will be trusted to review all loan documents created by other team members to ensure the highest level of accuracy and customer service.

We're looking for someone who likes to work as part of a team and support the end goal – helping the client obtain a loan. This department is a critical step in that process, so high quality standards and attention to detail are essential. Team members who research and use data to find answers and make decisions do well in this position. Those who thrive in an environment with many tasks and responsibilities, and who are able to quickly shift between the multiple demands, get satisfaction from knowing that they completed their part quickly, efficiently, and accurately.

The Loan Documentation Associate position offers the opportunity to learn what happens behind-the-scenes at a financial institution, while also providing a path for personal and career growth and development. Employees enjoy a comfortable work environment with a relaxed dress code.

As a family owned community bank, KS StateBank has been the bank of choice for many in Kansas for over 55 years largely because of the quality customer service provided by our employees. Across all departments, our employees are focused on creating positive experiences for our clients by providing incomparable knowledge, outstanding solutions, and exemplary service. Our focus isn't just on our clients; at KS StateBank, we also strive to achieve mutual investment in our employees for long-term organizational and personal success.

Wages start at $40,000 to $45,000 per year based on experience.
Employee benefits include 401k, health, dental and vision insurance and paid time off.

If this position sounds like a good fit for you,
visit **ksstate.bank/careers** to view the full job description and apply.

We look forward to meeting you!

No phone calls or fax submissions please.
KS StateBank is an Equal Opportunity Employer.