

Peoples

Bank and Trust

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

POSITION TITLE

Loan Assistant (Full Time – Non-Exempt)

ROLE

The Loan Assistant works to assist loan officers within the bank branch with a variety of administrative tasks required to process new loans and follow up on existing loans for bank customers. This position is 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:

Loan Administration

- Prepares and maintains credit analysis in Sageworks system
- Assists in loan request writing and documentation compilation and exceptions
- Reviews loan documents prior to signing

Customer Relations

- Works to maintain positive customer relationships with loan applicants
- Actively communicates between lender and customer throughout loan process
- Assists lenders with loan applicant interviews
- Assists lenders with collection efforts on past due and delinquent loans
- Assists lenders with evaluation and inspection of collateral and security on loans
- Assists lenders with credit and earning condition evaluations of loan applicants

Various other responsibilities as assigned by supervisor

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://form.jotform.com/SyndeohRO/PBT_Application
- Notify the bank of your interest via email at PBTNewHire@syndeohro.com