



Independence BANK



Banking on the Hi-Line

HAVRE • MALTA • GLASGOW • POPLAR • SCOBAY • CONRAD

Loan Assistant

POSITION SUMMARY

Will work collaboratively with assigned loan officer to effectively and efficiently provide credit-related services to the bank's customers. This position is responsible for maintenance of loan files as well as for providing administrative support to loan officers in preparation of loan documentation at the direction of the loan officer. Our primary goal will always be to provide a high level of customer service.

This position is 40 hours a week

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for learning, understanding and complying with bank policies and procedures with a strong emphasis on lending policies.

QUALIFICATION REQUIREMENTS

Ability to type, use a 10-key, use a calculator, use a computer and appropriate software such as Word, Excel and Outlook. Knowledge of banking terminology and basic accounting principles is also needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED)

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms; and talk or hear. The employee occasionally is required to stand, walk or stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

For a full description please contact the Human Resources Department.

Independence Bank EEO/Employer/Vet/Disabled