



Independence BANK

Receptionist/ Lending Department Assistant

POSITION SUMMARY

This position is responsible for being the first point of contact for phone calls and walk-ins for the lending department as well as maintenance of consumer loan files. A primary goal will always be to maintain a high level of customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for being the first point of contact for phone calls and walk-ins for the lending department. This includes being responsible for the timely & responsive communication of the Bank's lending department, its staff and clients with the rest of the various departments of the bank. Will work collaboratively with Lending staff to effectively and efficiently provide credit related services to the banks customers. Prepare all appropriate loan documents for the type of loan being offered to the customer. This also includes all documents necessary to obtain satisfactory perfection of the liens, including mortgages, title insurance, proof of insurance, titles, etc.

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); two to three months related experience and/or training; or equivalent combination of education and experience.

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 and an outline for our full benefits package, please contact the Human Resources Department.

Independence Bank EEO/Employer/Vet/Disabled