



Job Posting

Position: Lending Administrative Assistant
FLSA Status: Non-exempt
Pay Range: \$24-29/hour plus incentives

Department: Lending
Location: Mandeville
Hours Needed: Monday-Friday, 8:30-5:00

Position Summary:

Responsible for performing various secretarial and administrative functions to support loan officers, facilitate loan closings, and provide excellent customer service. In addition, assists with portfolio management for assigned loan officers.

Job Responsibilities:

- Provide secretarial and administrative support for assigned loan officer(s)
- Manage the workflow process to ensure loans move through the pipeline efficiently
- Manage scheduling of appointments and closings for assigned loan officer(s)
- Prepare and work through items on loan checklists
- Establish and maintain loan files
- Track and manage annual reviews and renewals
- Prepare tickets and loan documents for booking
- Assist customers with problems and concerns
- Process loan payments
- Assist lenders in collecting customer financial information, and information required to complete loan applications and correct exceptions
- Coordinate with third parties such as attorneys, appraisers, and title companies
- Process documents received for each file to verify accuracy and completeness
- Provide timely responses to customers, loan officers, and third-party vendors
- Establish and maintain relationships with customers, fellow employees, and third-party vendors
- Correspond with insurance companies and maintain updated insurance
- Order appraisals
- Assist customers and/or branch personnel as needed with questions pertaining to loan information
- Consistently support the Bank and its core values
- Follow all policies and procedures
- Additional duties may be assigned by supervisor

Requirements:

- High school diploma or equivalent
- 2+ years experience in as a Lending Assistant or other similar role
- Bachelor's degree in Business, Finance, or related field preferred
- Experience using HorizonXE, FDM, and ImageCenter preferred
- Experience using LaserPro Preferred
- Knowledge of lending principles and practices
- Knowledge of basic accounting processes and procedures
- Understanding of lending rules and regulations
- Detail oriented

- Excellent verbal, written, and interpersonal communication skills
- Ability to handle multiple tasks and deadlines, with frequent interruptions
- Strong ability to organize and prioritize work, and manage time effectively
- Able to operate a computer and navigate software
- Exceptional customer service skills
- Strong analytical and problem-solving skills
- Ability to follow directions, comprehend new training, and adapt to changes in policy and procedures

Benefits:

- Medical, Dental, and Vision Insurance
- Company Provided Life and Disability Insurance
- Paid Time Off
- 401(k) with Employer Match
- Tuition and Professional Development Assistance

American Bank is an Affirmative Action and Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.