

## LOAN PORTFOLIO REPRESENTATIVE

First Resource Bank is a full service, growing community bank in Exton, looking for a full time Loan Portfolio Representative.

The Loan Portfolio Representative will report to the Portfolio Manager and the position includes but is not limited to the following responsibilities:

Primary Responsibilities: Provide support to the lending group in order to minimize the time lenders and senior management, are spending on functions, so that more time can be dedicated to customer contact and business development. Emphasis is on accurate and efficient handling of duties; strong communication skills in order to effectively deal with internal and external customers; ability to work well as part of a small team and be flexible in terms of changing priorities; and ability to understand and follow Bank policies and procedures. Some of the specific activities include:

- Maintaining electronic (Synergy) credit files.
- Maintain ticklers for financial statements. Monitor ticklers and assist lenders in getting updated financials including correspondence and phone calls to customers.
- Prepare loan documentation
- As needed, follow up with the lenders and customers to clear exceptions such as insurance, missing document requirements, etc.
- Order information needed to support the lending process such as: real estate searches, credit reports, environmental reports (EDR), OFAC checks, etc
- Coordinate processing signed loan documents to loan operations.
- Assist lenders and customers as needed to process transfers, payments, draw checks, etc.
- Provide system reports such as past dues, maturing loans, etc.
- Prepare the weekly consumer loan rate sheet.
- Other duties as assigned

Experience Requirement: Minimum of 3 years related experience recommended.

Employment offers will be contingent on satisfactory results of credit and criminal background checks.

First Resource Bank is an Equal Opportunity Employer.

Send resume and cover letter to [HR@FirstResourceBank.com](mailto:HR@FirstResourceBank.com) to apply