# Loan Operations Assistant – Post-Closing

First Resource Bank, a thriving community bank headquartered in Exton PA and recognized as one of the "Best Places to Work", is seeking a dynamic and motivated full-time Loan Operations Assistant | Post-Closing.

The Loan Operations Assistant | Post-Closing will perform daily functions working with the Loan Operations department. The Loan Operations Assistant will report to the VP, Loan Operations Supervisor and will assume the daily responsibilities of the imaging and maintenance of loan documentation. These responsibilities can include scanning and filing of loan document files, recordings, and maintenance of collateral, preparing satisfactions, tracking recording and satisfaction process, creating new loan files and terminating closed loan files, reviewing files and file room management. In addition will also be learning various job duties that are a shared part of the Operations area.

## Essential functions/responsibilities:

The Loan Operations Assistant will perform a variety of support duties which requires flexibility to fill in where needed. Duties include, but are not limited to:

- Process, scan or import all incoming documentation to their respective loans.
- Recording and filing of all loan collateral documents including encumbering vehicle titles and releases.
- Satisfy recorded documents and maintain the "paid off" file in correlation with paid loan reports.
- Prepare customer satisfaction letters and documentation.
- Cross trained in processing loan payments and cashier check requests for loan settlements.
- Provide additional resource for new loan file reviews, and processing of insurance information.
- Prepare necessary correspondence to external and internal customers.
- Open cases regarding core system and IT tickets as needed.

## Competencies:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Possess the ability to be cross trained on many different job duties and rotate jobs within the department.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment
- Ability to adapt quickly and work effectively in a team environment
- Proficient with Microsoft Office Suite or related software and data entry

## Supervisory Responsibilities:

- None.

Education and Experience:

- High school diploma or equivalent.
- Prior bank experience preferred but not required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must have a valid driver's license
- Must be able to lift up to 15 pounds at times.

First Resource Bank is an Equal Opportunity Employer

All interested candidates should click on the following link to apply:
https://recruiting.paylocity.com/recruiting/jobs/All/03c33d56-8789-45c2-bf68-69ba32f70460/First-Resource-Bank